



Job Description

Job Title: Assoc. Regional Dir., Small Business Development Ctr. JTC: AD4

Salary Range: E03 FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for the SBDC Field Centers specialty programs that provide client services to 49 counties across North Texas. Assists and supports the Director of the Small Business Development Center (SBDC) and serves as the informational and administrative link between the SBDC Partners and the field centers.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of business and industry marketing strategies and program development. Demonstrated experience implementing program and financial policies and standard operating procedures for programs used by internal and external service centers benefiting the SBDC Network.

The ability to make decisions on resources that promote SBDC field center efficiency to include funding and personnel, budget increase, tools and areas of improvement. Knowledge of matters critical to the center's success and knowledgeable in the areas of improvement that aide in the administration of a performance and financial based risk-based assessment to measure center effectiveness.

Demonstrated ability to develop strong working relationships with team members, key stakeholder's, internal and external constituents from diverse backgrounds to promote the strategic initiatives and goals of the District and North Texas SBDC.

Demonstrated understanding of the grant processes and decision making necessary to facilitate compliance of grant standards. Ensures integrity and quality of program and financial data and keeps informed of changes in laws and regulations to ensure compliance and utilize best practices in the performance of SBDC's nationally.

Experience communicating across all levels that required diplomacy and understanding of diversity within the workplace. Advanced experience providing field centers with customized communication for the interpretation of program and financial guidelines, college policies, procedures and federal regulations. Must have excellent customer service skills.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree or higher in related field plus three (3) years of related work experience. Must have current driver's license for offsite travel. Official transcripts required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the management of the SBDC field centers, providing administrative leadership, grant reporting, quality control and ensures compliance to support program effectiveness. Design and implement program policies and standard operating procedures for NTSBDC field centers.

Routinely assess internal systems of SBDC field centers programmatic and financial operations to recommend and implement process improvements. Responsible for marketing strategies for SBDC brand awareness and service delivery.

Trains field center Directors in areas of counseling, training and seminar program development and presentation, and economic impact evaluations. Conducts organizational reviews to effectively allocate resources.

Lead quantitative analysis resulting in insights and driver-based metrics that outline key financial performance indicators. Builds a cohesive team to perform at high levels to contribute to the mission and organizational goals, identifying and implementing a change for growth.

Reviews and analyze various alternative funding sources and sub-recipients and internal programs for sustainable funding opportunities. Must have excellent interpersonal, presentation, verbal and written communication skills to interact with individuals from diverse backgrounds within the DCCCD community network.

Supervises two to six full-time employees and manages the department budget.
Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.