

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION

JOB TITLE: Small Business Advisor
DATE PREPARED: Spring 2012
DATE REVISED: Summer 2012; Spring 2015; Spring 2017

GENERAL SUMMARY:

Advises clients in business principals and specific areas of business management. Guidance includes assisting clients with business planning, accounting, market research, sources of capital, human resource issues and other areas to increase business viability.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Participates in the development, implementation and evaluation of programs designed to advise clients in business management.
- Provides one-on-one counseling to assist clients with business management, fiscal management, and planning skills. Assist in solving contemporary marketing problems and issues.
- Work with established businesses in addressing their changing business management needs.
- Develops a client database, establishes a reporting system, and generates narrative and statistical reports on the activities and progress of clients.
- Instruct and coach beginning enterprises whose knowledge of the business arena may be in the early stages of development.
- Assists the director with strategic plans designed to promote the growth of the program.
- Assist companies to improve sales management processes or advise on financial accounting and reporting procedures.
- Facilitates seminars and assist in marketing the program through speaking to outside groups.
- Performs related duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

Works with light materials requiring little physical effort.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Bachelor's degree or higher and four years of experience in business management counseling/advising **or** Associate's degree plus six years of experience in business management counseling/advising.

Small Business Advisor
Page Two

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS: - continued

Demonstrated effective counseling/advising skills and techniques. Ability to utilize computer technology to access data, maintains records, generates reports and communicates with others. Able to communicate effectively both verbally and in writing with individuals from diverse backgrounds. Strong knowledge and experience providing effective customer service. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

Revised: 08/2012 – emm
Revised: 04/2015 – emm
Revised: 1/2017 - emm
ADA/tmm 04.24.19