

ASSISTANT DIRECTOR, SMALL BUSINESS INITIATIVE

Class Summary

Under supervision of and in integrated collaboration with the Director, Small Business Development Center, responsible for implementing small business workforce and economic development operations as the Deputy Sector Navigator-Small Business in accordance with the goals and objectives of the California Community College Chancellor's Office, Workforce and Economic Development Division's Doing What Matters Initiative.

Representative Duties

Works collaboratively with Statewide Sector Navigator and Deputy Sector Navigators in other regions, and with the Regional Consortium chairs to align the needs of sector with the programs and curricula offered by the colleges in the regional consortium. Works with individual colleges in the region to develop faculty collaboratives, connect small business education and Small Business Development Center programs and business owners, and promote and strengthen curriculum and program alignment. Works with industry, Workforce Investment Boards to determine gaps. Strengthens programs within the Small Business Sector at regional colleges and high schools, through such activities, including but not limited to stackable credentials and dual enrollment. Promote faculty professional growth and access to appropriate pedagogy. Identifies and prioritizes gaps in the small business curriculum, and develops strategies to address them. Connects Orange County SBDC's technical assistance to qualifying small business owners and individuals starting and/or growing a business. This counseling and technical assistance may include, but not be limited to: business plan development, on-line and traditional marketing, market research, growth strategies, buying / starting a business, getting contacts with corporations and the government, and possible avenues of finance. Serves on appropriate business and educational committees at the local and state level. Makes presentations, conducts classes and/or workshops as appropriate.

Oversee budget and participate in external financial audits. Prepares reports to funding sources and college administration, and participates in the preparation of grant applications. Establishes and maintains administration/planning/organizational procedures in accordance with pertinent federal, state and local laws, codes and regulations. Prepares a variety of reports, agendas, proposals and agreements as required. Assists in establishing continuing funding sources. Maintains appropriate computerized records that document services provided. Collects and reports data on all required accountability measures working with common metrics and accountability measures, and working with the statewide LaunchBoard initiative. Performs other duties as required to implement the project work plan and to meet grant requirements and conditions.

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Organizational Relationships

This position reports to the Director, Small Business Development Center and manages the Deputy Sector Navigator-Small Business grant program and supervises the program staff.

Desirable Qualifications Guide

Training and Experience:

Bachelors Degree or higher from an accredited institution in a related area, minimum of five years experience in management, administration or delivery of programs in small business or economic development.

Knowledge and Abilities:

Knowledge of: higher education mission, organization, operations, policies and objectives in community colleges as it relates to small business/entrepreneurship. SB 1440 Transfer Model Curriculum (TMC), Course Identification Numbering System (C-ID), Curriculum Inventory 2.0, New CTE standards of the California Department of Education, Program and Course Approval Handbook. Budget preparation and administration within a braided state federal setting.

Ability to:

- Provide professional leadership and direction for the assigned operation.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Investigate, analyze and make recommendations for needed courses and program direction. Prepare and administer budget.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Prepare clear and concise administrative and financial reports.
- Interpret and apply federal, state, and local laws, regulations, policies, and procedures. Maintain accurate schedules, arrangements and records.
- Manage, direct, work effectively with, and coordinate the work of assigned staff. Select, supervise, train, and evaluate classified staff.
- Communicate effectively, both verbally and in writing, with faculty and staff, students, and community members. Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work