

DIRECTOR, SMALL BUSINESS INITIATIVE

CLASS SUMMARY

Under supervision of and in integrated collaboration with the Director, Small Business Development Center (SBDC), 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 employers 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 program and business owners, and promote and strengthen curriculum and program alignment. Works with employers, industry associations, business organizations, education, and Workforce Investment Boards to determine gaps.

Promotes integration of small business job creation, workforce training, and employment/self-employment. Strengthens programs within the Small Business Sector at regional colleges and high schools, through such activities, including but not limited to career/entrepreneurial exploration, stackable credentials career pathways, small business education and dual enrollment. Promotes faculty professional growth and access to appropriate pedagogy. Identifies and prioritizes gaps in the small business curriculum continuum, and develops strategies to address them. Works with representatives of business and professional trade associations to develop and implement courses and programs to train incumbent workers in the regional industry sector. Provides counseling and connects SBDC's services to qualifying small business owners and individuals starting and/or growing a business. This technical assistance may include, but not be limited to: 1) business plan development, 2) on-line and traditional marketing, 3) market research, 4) growth strategies, 5) buying / starting a business, 6) getting contacts with corporations and the government, and 7) 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. Develops and maintains small business referral service.

Supervise budget, auditing timelines, and evaluations. Prepares reports to funding sources and college administration, and participates in the preparation of grant applications. 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.

ORGANIZATIONAL RELATIONSHIPS

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

DIRECTOR, SMALL BUSINESS INITIATIVE cont'd

DESIRABLE QUALIFICATION GUIDE

Training and Experience

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

Knowledge and Abilities

Knowledge of: entrepreneurship, self-employment and small business activities in the community and the ability to participate in those activities. Ability to: perform counseling for clients of the Center, market the program, participate in organizations which promote small business development and other community based small business activities, seek professionals willing to act as referrals on a volunteer and reduced fee basis, and follow the guidelines of the grant.