



Job Description

Job Title: Associate Director – Dallas Metropolitan Small Business Development Center
JTC: APV

Salary Range: E02

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 business operations and financial administration of the organization. Provides project strategy, resource planning, coordination and execution of projects and analytics.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience to organize, plan and direct the daily activities of a department or organization. Advanced knowledge to develop, manage and implement departmental processes and procedures to meet vision, mission and goals of the organization. The ability to drive implementation of key initiatives following policies and procedures of the district and organization.

Ability to solve complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Provide leadership that encourages employee productivity and efficiency. Advanced experience developing both short- and long-term strategies that meet business needs. The ability to lead committees and task forces to improve service and quality.

Develop and maintain constructive and cooperative working relationships with individuals of diverse backgrounds, both internally/externally, within and outside of the organization, with representatives of the community, employee and public interest groups to meet the business needs. Excellent interpersonal skills that are demonstrated by being articulate, direct and forthright, and serving as a collaborative and decisive team member and a strategic thinker with a broad perspective.

The ability to make clear, consistent, transparent decisions, acts with integrity in all decision making and distinguishes relevant from irrelevant information making timely decisions. Demonstrated organizational skills in planning, directing and prioritizing multiple and complex assignments and projects. Ability to manage multiple matters simultaneously and to respond to rapidly shifting priorities or challenging situations. Knowledge and experience of forecasting and managing the budget.

Ability to maintain confidentiality and has high ethical standards. Strong verbal and written communication skills, with the ability to present and communicate with multiple levels in a multi-cultural community. Strong knowledge and experience in providing effective customer service.

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 plus two years of marketing and work-related experience. Must have two years of supervisory 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 planning, implementation and administration of small business assistance services offered by the Small Business Development Center (SBDC) staff in the City of Dallas as well as other cities located in Dallas County. Responsible for strategy, design, planning, negotiation, execution and management of effective internal controls for the Dallas Metropolitan SBDC.

Follow up with clients to ensure they respond to post-counseling impact surveys and report fully on project results. Collaborate with small business clients that need assistance to grow and develop their business entity. Promotes SBDC activities and advocates public policies favorable to small business interests.

Promotes existing relationships and establish new partnerships, leveraging the SBDC's service offerings to drive economic development and market growth. Facilitates cross functional team collaboration between SBDC programs to drive execution of strategic initiatives and to maximize the value for the client, stakeholders and community partners.

Maintains a detailed knowledge of federal, state, local and other funding sources which may be used by clients to defray the costs of projects. Monitors and controls projects to ensure attainment of goals, client satisfaction and compliance with the requirements of funding sources and North Texas SBDC policies and procedures.

Designs and executes a staffing plan to meet requirements through selection, training, evaluation and supervision of assigned staff. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent interpersonal, presentation, verbal and written communication skills in order to interact with individuals from diverse backgrounds within the DCCCD community network.

Supervise two (2) or more full-time employees.

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



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perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.