



Job Description

Job Title: Regional Director, North Texas Small Business Development Center JTC: AD3

Salary Range: E09

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

Primary responsibility for developing, implementing, marketing, administering and evaluating the programs of the North Texas Small Business Development Center including Regional Centers, the International Center and the Technology Assistance Center.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience and knowledge complying with accreditation in respective area of responsibility as required by the accreditation agency through which the district is associated. Experience with business plans and loan proposal development for small and mid-sized businesses. Ability to develop small business management educational programs. Broad understanding of business functions and processes.

Self-motivated with excellent organizational and problem-solving skills. Demonstrated experience with the overall management of the SBDC office, and prepares annual SBDC budget, approve expenditures and monitor financial performance. The ability to effectively plan, organize and evaluate programs, work independently and meet objectives and timelines.

The ability to establish strong networking relations and organizing of various individuals from diverse backgrounds who demonstrates sensitivity and understanding of diverse academic, multi-cultural and ethnic background of clients and the community. Capable of initiating and maintaining relationships with local, state and federal legislators and agencies. Well-developed understanding of grant management/funding agency requirements, structure and procedures.

Demonstrated ability to make decisions confidently and wisely, after adequately considering various available courses of actions. Applies simple rules, common sense and past experiences to identify business issues. Demonstrated experience in successful community engagement.

Managerial abilities to measure work volume, delegate, direct and motivate staff. Excellent communication and public relations skills and demonstrated ability to be an effective advocate for economic development, entrepreneurship and commercialization. Advanced oral and written communication skills to interact with DCCCD staff, funding agency officials, business, industry and community leaders from diverse backgrounds. Strong knowledge and experience 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 or higher plus four (4) years of experience in program development and administration. Must have four (4) years of supervisory experience of full-time staff. Must have a valid driver's license to enable travel within the college and service locations. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assumes overall responsibility for fulfilling the objectives of the North Texas Small Business Development Centers. Directs the activities of personnel engaged in performing functions to accomplish those objectives in centers throughout North Texas.

Responsible for the accuracy and completeness of all financial records, including periodic reports of expenditures and services provided within the federal audit guidelines, of the federal grant for this program.

Responsible for program development, implementation and evaluation including determining cost effectiveness of fees in relationship to services provided to regional small business clients through sub-center directors.

Develops and maintains strong ties with state and federal agencies, local organizations and community leaders to promote the activities of the sub-center offices involved in counseling and training small businesses, including the development of advisory committees of business leaders.

Develops and administers grant budget within guidelines provided by federal agencies and the DCCCD. Supervision: Designs and executes a staffing plan to meet requirements through selection, training, and supervision of assigned staff.

Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

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.