

Seward County Community College
Structured Compensation - Job Description
KSBDC Dodge City Business Consultant

Data Year: 2017

Prepared On: 05/07/2018

Department:	Kansas Small Business Developm	Grade:	12
Reports To:	Director of KSBDC	Classification:	Exempt
Supervises Direct:	0	Supervises Indirect:	1
Approved By:	M Dennison, D Sander	Effective Date:	07/01/2018
		Revised Date:	04/27/2018

Role:

The KSBDC Program increases economic prosperity in Kansas by providing free consultation services and affordable training to entrepreneurs and small business owners. The Consultant plays a key role in this effort by providing expert consulting and training to current and prospective business owners in a 22-county region of southwest Kansas.

Essential Functions & Responsibilities:

- E 60% Provide individual consulting and assistance to clients in the areas of business planning, finance, marketing and management. Assist clients with business plan development, financial projections, cash flow analysis, marketing plan development, internet/social media marketing, human resources, patent and trademark processes, and other areas of business development. Routinely travel within the region. Visit a clients place of business when appropriate.
- Establish and manage client information in database and files. Complete surveys and research projects directed by the KSBDC State Office and perform other research functions as they relate to case needs. Conduct follow-up activities to improve service delivery. Prepare reports and write success stories. Accomplish all administrative work in accordance with KSBDC policies, procedures, and deadlines. Work with other members of the KSBDC staff to meet established goals. Provide support to other members of the KSBDC team. Assist the SCCC KSBDC Regional Director in preparing audits and reviews.
- E 25% Develop, coordinate and conduct training seminars targeting the needs of area small businesses. Establish and maintain strong, productive connections with funding partners. Solicit support for the KSBDC program, leveraging funding and in-kind resources as appropriate. Build effective working relationships with economic development agencies, government agencies, financial institutions and other entities to more effectively support area small businesses.
- E 10% Promote general awareness of the KSBDC program by making presentations to area organizations, by arranging for media coverage for clients, by sponsoring and co-sponsoring programs, by participating in a variety of networking events, and through involvement in local professional organizations.
- E 5% Attend SCCC SBDC, KSBDC, and ASBDC meetings, workshops, and conferences as required. Establish an annual professional development plan under the guidance of the Regional Director and meet the goals of that plan.
- Perform other duties as needed or assigned.

Performance Measurements:

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1. Provide individual consulting and assistance to clients in the areas of business planning, finance, marketing, and management and establish and maintain client files as noted in essential functions.
2. Develop, coordinate, and conduct training seminars targeting the needs of area small businesses.
3. Track and record on a quarterly basis the presentation to area organizations, networking events and other sponsored or cosponsored programs involving local professional organizations as noted in the essential functions and responsibilities section.
4. Establish an annual professional development plan each January under the guidance of the Regional Director and meet the goals of that plan.
5. Promote general awareness of the KSBDC program and SCCC programs by marketing presentations to area organizations, arrange for media coverage for clients, and attend SCCC functions. Participate in a variety of networking events and be involve in local professional organizations.
6. Assist the SCCC KSBDC Regional Director in preparing financial and other reports. Direct the activities of the Center in the absence of the Regional Director.

Knowledge and Skills:

Experience	Five years to ten years of experience in the areas of business managements, consulting, administration, accounting, marketing, economic development , or entrepreneurship.
Education	<p>A Bachelor's degree in Business or related field required. Master's degree and certifications preferred.</p> <p>The disciplines may include: Business Communications, Finance, Counseling, Marketing, Economic Development, Business Management, Consulting, Administration, or Accounting.</p> <p>Certifications preferred may include: CEVA, CEPA, SHRM, CPA, Financial Advising Certifications, or Insurance Certification.</p>
Interpersonal Skills	A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or can be of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas or services to others.
Other Skills	<p>Knowledge in:</p> <p>Understanding of and commitment to business development and rural economic development.</p> <p>Developing loan packages, own/manage a business, develop business plans, business consulting, marketing, management and/or finance.</p> <p>Areas of business management, consulting, administration, accounting, marketing and/or economic development.</p> <p>General awareness of the KSBDC program for promoting and making presentations to area organizations.</p>

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Skills:

Superior consulting skills.

Superior listening and comprehension skills.

Effective oral and written communication skills.

Effective interpersonal skills with a significant level of trust and diplomacy, as complete confidentiality is required.

Personal computer skills and with Microsoft Office products.

Abilities:

Provides effective oversight to programs and activities.

Analytical ability in evaluating various business issues and determining best solutions to resolve them.

Takes initiative and work autonomously.

Conducts training for small business needs.

**Physical
Requirements**

Physical requirements are based on an 8 hour work day and may vary slightly.

Sitting for a period of 3 hours at one time with a total of 6 hours

Standing for a period of 15 mins at one time with a total of 1 hours

Walking for a period of 30 mins at one time with a total of 1 hour

Lifting up to 5 lbs. continually and up to 20 lbs. frequently

Carrying up to 5 lbs. continually and up to 20 lbs. frequently

Repetitive Action: use of right and left hand for simple grasping, pushing and pulling, and fine manipulating

Bending and squatting frequently and reaching above shoulder occasionally

Keyboarding 6+ hours daily

Drive a vehicle and be exposed to marked changes in temperature and dust fumes and gases frequently while traveling to and from clients

Work Environment Frequent day travel for on-site business assistance. Occasional overnight travel is required for in or out of state team meetings, events, and professional development conferences. Must maintain a valid driver's license.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

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Printed Employee Name

Date

Employee Signature