

Seward County Community College
Structured Compensation - Job Description
KSBDC Director

Data Year: 2017

Prepared On: 03/07/2018

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|--------------------|-----------------------------------|----------------------|------------|
| Department: | Kansas Small Business Development | Grade: | 14 |
| Reports To: | VP of Finance and Operations | Classification: | Exempt |
| Supervises Direct: | 3 | Supervises Indirect: | 0 |
| Approved By: | D Sander | Effective Date: | 10/01/2017 |
| | | Revised Date: | 10/27/2017 |

Role:

Plans, organizes, promotes, and manages the activities of the regional Small Business Development Center including policy development and guidance for the center; program development for business and industry; training and counseling to existing and start-up small businesses; and communication and collaboration with SCCC, and local and regional entities and governments. The director plays an important role in achieving the goals and objectives of Kansas' statewide Small Business Development Program.

Essential Functions & Responsibilities:

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| E | 10% | Act as an effective liaison between KSBDC and host SCCC. |
| E | 10% | Promote small business outreach on behalf of SCCC. |
| E | 15% | Identify and develop clients for KSBDC and SCCC. |
| E | 15% | Provide counseling for business owners and managers, including analyses of existing business needs and operations, identifying problems and solutions, preparing business loan applications and pro forma statements for financing, providing aid and advice on business development and resource access. |
| E | 10% | Organize and facilitate workshops and/or courses on business-related topics for the center, and assist in the same for SCCC. |
| E | 10% | Coordinate the activities of the center's program with the Kansas Small Business Development Center lead office, Small Business Administration, and other state and federal agencies. |
| E | 10% | Represent SCCC as a liaison with community organizations and partners such as the City, County, Chamber of Commerce, etc. |
| E | 10% | Develop, coordinate, and administer the KSBDC's annual budget |
| E | 5% | Supervise and evaluate KSBDC's staff |
| N | 5% | Maintain contact and collaboration with other higher education and like entities as a resource and to maintain program effectiveness. |

Performance Measurements:

1. Keeps files, records, documentation, and reports current
2. Stays current and compliant with changes occurring pertinent to the KSBDC.
3. Compiles, prepares, and submits required reports, including budgets, prior to or by deadline.

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4. Evaluates department employees as per college policy and guidelines and sets department goals for the next fiscal year.
5. Assists and communicates well with constituents on a routine basis.
6. Provides reports to SCCC VPFO and Kansas Director of Small Business Development as assigned.
7. Maintains ethics and confidentiality.
8. Demonstrates leadership.
9. Analyzes information and evaluates results to make timely and relevant advice and/or decisions.
10. Prospers and maintains client base.
11. Develops and conducts ongoing programs and counseling for clients.
12. Promotes and assists KSBDC staff with professional development and training.
13. Attends professional development activities throughout the fiscal year.
14. Assures that the work of the KSBDC office is compliant with state and federal law and college policies.
15. Performs other duties as assigned.

Knowledge and Skills:

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| Experience | A minimum of five years' experience in business. Preference is given to candidates with experience in the management and/or advising of small business. |
| Education | A Master's degree in Business Administration or related field required. |
| Interpersonal Skills | The ability to motivate or influence others is a material part of the job, requiring a significant level of diplomacy and trust. Obtaining cooperation (internally and/or externally) is an important part of the job and a high level of interpersonal skills is critical to the success of this position. Work frequently involves contacts requiring considerable discussion of problems, material presentations, and resolving issues impacting departments or divisions. |
| Other Skills | Skills: Proven Skills in financial analysis Effective communication skills, oral and written Proficiency with standard software programs, especially spreadsheet applications |
| Physical Requirements | Physical requirements are based on an 8 hour work day and may vary slightly. Sitting for a period of 2 hours at one time with a total of 7 hours Standing for a period of 30 min at one time with a total of 30 min Walking for a period of 30 min at one time with a total of 30 min Lifting up to 10 lbs. occasionally Carrying up to 10 lbs. occasionally Repetitive Action: use of right and left hand for simple grasping and fine manipulation |

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Bending, squatting, crawling, climbing, and reaching above shoulder level occasionally
Keyboarding up to 4 hours daily
Drive a vehicle and be exposed to dust fumes and gases occasionally

Work Environment Normal office environment.
Occasional overnight travel is required for state team meetings and frequently same day travel for normal operations.

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.

Printed Employee Name

Date

Employee Signature