

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED MANAGEMENT POSITION DESCRIPTION**

JOB TITLE: Director, Tritech Small Business Development Center

BASIC FUNCTION: Under the supervision of the area Dean, responsible for program development and implementation, marketing and outreach, training programs, consulting, coordination, public relations, and general administration.

SUPERVISORY RESPONSIBILITIES: Secretary IV

REPRESENTATIVE DUTIES:

1. Develop, monitor and expand services and programs of the TriTech Small Business Development Center (SBDC).
2. Control process for publishing and distributing quarterly newsletter. Responsible for developing and distributing all TriTech SBDC marketing materials and publications, including but not limited to, brochures and media advertising. Implement advertising schedule for local publications and track brochures and media advertising. Implement advertising schedule for local publications and track progress. Assign consultants and other staff for public speaking and outreach engagements. Monitor progress of outreach marketing by consultants.
3. Responsible for administering training, developing new training programs and training calendars, enhancing existing programs, and working with program partners.
4. Work closely with Professional Business Management Consultants to guide the consulting staff, ensure quality consulting and economic impact and develop best practices. Provide technical advice and assistance to SBDC clients concerning loan applications, business plans, employment regulations, and targeting specific populations, such as women and minorities. Oversee assignment and tracking of specialized consulting services provided by contractual staff.
5. Assist with the coordination of the activities and placement of consultants, trainers, volunteers, interns, and other staff and program partners.
6. Assure accuracy of all client records and forms, as stipulated in federal and local guidelines. Responsible for coordinating and compiling quarterly reports as required. Responsible for monitoring and complying with monetary requirements of the grant.
7. Supervise and manage all staff, trainers, consultants, interns, and volunteers assigned to the TriTech SBDC; provide educational opportunities on matters related to the TriTech SBDC's operation and delivery of services. Manage the formal staff training and orientation program. Provide input on all staff performance evaluations and participate in annual review. Administer all staff time off and vacation requests. Develop annual work calendar and monitor flextime work schedule.
8. Make public presentations to various groups and organizations; attend meetings and conferences to promote the TriTech SBDC and activities; maintain effective relationships with representatives of public and private agencies.
9. Maintain facilities of the TriTech SBDC; secure facilities for training as needed. Perform recordkeeping and other administrative functions.
10. Serves as a member of the Management Association.
11. Through continued study and participation in professional organizations, maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position.

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12. Carries out other duties as assigned by the Dean, Vice Chancellor, or designee.
13. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
14. Serves as a member of the Management Association.
15. Performs other related responsibilities as may be assigned.

EDUCATION: Bachelor's degree from an accredited institution related to Technology, Business, Management, Economics, or a related field is required.

EXPERIENCE: Five years of full-time professional experience in management and administration of programs in small business, economic development or high technology research and development or technology transfer, including at least two years of supervisory experience are required. A minimum of one of the following: three years experience in business management consulting, or experience in a related field such as business economics, management, or administration; or three years experience in administering public funds in a program similar to a SBDC are desired.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: specialized technology programs, such as Small Business Innovative Research Grants (SBIR) and Small Business Technology Transfer (STTR) programs, as well as understanding of private and public offerings; research techniques, marketing techniques, financial management techniques; grants management and audit procedure; evaluation methods.

ABILITY TO: write clearly and concisely; organize reports, interpret and follow regulations, procedures, etc.; give oral presentations to groups; deal effectively with staff and the public; coordinate events, meetings; supervise and train staff and volunteers. Must be computer literate and have good keyboarding skills; proficiency in the latest versions of Microsoft Excel, Word, Access, PowerPoint, Publisher are preferred.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS:

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.