State College of Florida, Manatee-Sarasota
Job Description

Job Title: Certified Business Analyst (Small Business)
Reports to: Assistant Director, Business Resource Center
FLSA Status: Exempt
Level: 211
Position Class:

Job Summary:
This position counsels and teaches current and potential small business owners in all aspects of starting, operating, and expanding their ventures. The Certified Business Analyst conducts outreach to the business community on all aspects of Corporate and Community Development programs and services. This position also coordinates and teaches workshops and seminars to meet the needs of the business community. Workshops will be held at all State College of Florida, Manatee-Sarasota sites and client locations.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Conducts one-on-one business consulting.
2. Develops strategies to assist small businesses in achieving goals.
3. Develops, coordinates, and teaches workshops and seminars.
4. Promotes and delivers contract training.
5. Represents State College of Florida, Manatee-Sarasota, and the SBDC by attending and presenting in outside community committees, organizations, and trade shows.
6. Performs needs assessments for clients and conducts research necessary to meet the needs.
7. Maintains SBDC database.
8. Travels to State College of Florida, Manatee-Sarasota sites and community sites to conduct seminars and to the SBDC regional office in Tampa to attend staff meetings and CBA training.

Job Qualifications:
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelor's degree from a four-year college or university and two or more years’ related experience.

- **Supervisory Experience:**
  No supervisory experience required.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **Math Ability:**
  Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart, or schedule form.

- **Computer Skills:**
  Working knowledge of word processing, spreadsheet, database, internet, email and SBDC software.

- **Certificates and Licenses:**
  Ability to obtain Certified Business Analyst within thirty days of hire. Valid driver’s license.

Responsibility for People and Property:
No supervisory responsibilities.

Responsibility for Communication:
- **Internal Contacts:**
  Routine contact with staff.
• External Contacts:
  Routine contact with colleges, business and civic groups, business owners, and chambers of commerce.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate. This position requires travel across service area.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is routinely required to use manual dexterity and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand, walk, reach with hands and arms, and lift up to 10 pounds. Vision requirements include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus.

General Performance Standards and Expectations:
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and Goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.
7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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