State College of Florida, Manatee-Sarasota
Job Description

Job Title: Assistant Director, Business Resource Center
Reports to: Executive Director, Corporate and Community Development
FLSA Status: Exempt
Level: 212

Position Class:

Job Summary:
This position is responsible for coordinating Corporate and Community Development activities at Venice Campus by serving as the division’s primary point of contact; directing activities of the externally funded Small Business Development Center; designing small business courses, counseling clients on small business resources, marketing classes to the general community; conducting presentations and outreach; monitoring subcontract with USF-Tampa on SBDC activities; and recommending new classes and instructors to other institute directors.

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. Serves as the Venice site coordinator for CCD division including activities such as insuring classes are scheduled properly, rooms are assigned, and instructors are paid.

2. Schedules courses and inputs them into College database system. Administers paying instructors and bills through College procedures.

3. Assists with registration, information dissemination and preparing for special events as part of the Venice Campus/CCD team.

4. Prepares marketing brochures, letters to promote small business courses and training opportunities; prepares courses for catalog; represents College at events such as trade expos, community fairs and chamber events.

5. Advises CCD Institute Directors on new programs, instructors and marketing endeavors to promote classes.
6. Completes all necessary documentation for SBDC contract.

7. Serves as Director of Small Business Development Center, counseling clients, conducting workshops and outreach presentations to promote small business resource library and other services for emerging and existing businesses.

8. Supervises, evaluates, and coaches Small Business Development Center Venice Campus staff.

**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 four-year college or university and two or more years related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  One to two years of direct supervisory experience, including responsibility for hiring, firing, performance management, training and coaching is 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 calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **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:**
  Certified Business Analyst desirable. Valid Florida driver’s license.
Responsibility for People and Property:
Supervises Business Resource Center staff.

Develops SBDC budget including matching and in-kind contributors.

Responsible for the function handling registrations and credit card payments over the phone and taking on-site registrations.

Responsible for office materials, equipment and software, value approximately $10,000.00.

Responsibility for Communication:
• Internal Contacts:
  Routine contact with staff.

• External Contacts:
  Routine contact with colleges, business owners, chamber of commerce and economic development councils.

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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