

**PARIS JUNIOR COLLEGE DISTRICT  
JOB DESCRIPTION**

<b>TITLE:</b> Director	<b>SALARY LEVEL:</b>
<b>DEPT:</b> Small Business Development Center	<b>JOB CODE:</b>
<b>CLASS:</b> Administration	<b>FLSA STATUS:</b> Exempt
	<b>RETIREMENT ELIGIBILITY:</b> ORP/TRS

**PURPOSE:** The Director of Small Business Development Center provides counseling services for small businesses, organizes and schedules training courses, and maintains a resource library. Submits all reports required by the lead SBDC and the SBA under the terms of the subcontract agreement. The Director coordinates the program according to procedures outlined in the grant as well as the policies and procedures of the College.

**REPORTS TO:** Dean of Workforce Education

**SUPERVISES:** Small Business Development Center Advisor  
Clerk II, Small Business Development Center

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**MINIMUM QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

**Education, Experience, and Licensure**

1. Master's degree in Business or related field.
2. Supervisory experience.

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**MAJOR JOB RESPONSIBILITIES**

**Essential Job Functions**

1. Plans, implements, and evaluates programs of the Small Business Development Center.
2. Maintains a data bank of potential staff for training and counseling.
3. Establishes and maintains a strong liaison with all local agencies, public and private, business and educational for the improvement of small business in the SBDC's service area.

4. Responsible for selection, training, evaluation, and supervision of all staff members in compliance with Paris Junior College policies and procedures.
5. Supervises and coordinates duties of area personnel.
6. Assists in the recruitment, employment, and orientation of staff.
7. Responsible for ensuring diversity efforts within area of supervision.
8. Coordinates, supervises and performs evaluation process with all part-time and full-time personnel.
9. Recommends disciplinary action of personnel.
10. Reports or approves absences of personnel.
11. Provides opportunities for staff development aimed at increasing professionalism.
12. Responsible for compliance with Southern Association of Colleges and Schools (SACS) guidelines for area.
13. Displays personal characteristics which reflect positively on the education profession and the College in such ways as:
  - a. Respecting colleagues and observing ethical principles of the education profession.
  - b. Participating in community activities.
  - c. Demonstrating a constructive attitude toward other professional and classified personnel.
  - d. Using appropriate vocabulary free from excessive profanity and slang.
  - e. Displaying use of good judgment, tact, and discrimination.
  - f. Confidentiality of records, information, materials, and office concerns.
14. Demonstrates a knowledge of the subject matter employed by:
  - a. Providing evidence of preparation in the area.
  - b. Being familiar with current research and developments in the area of specialty.
  - c. Maintaining the respect of colleagues in the subject area.
15. Demonstrates leadership qualities:
  - a. Facilitates the solution of problems.
  - b. Instills enthusiasm for professional goals.

- c. Seeks and encourages new and different approaches to college problems.
- d. Appraises situations and problems impartially.
- e. Recognizes staff proficiencies and accomplishments.
- f. Performs other duties as the President may assign.
- g. Adheres to statement of ethics
- h. Adheres to Paris Junior College covenant for success.

### **Marginal Job Functions**

### **SPECIFIC EQUIPMENT AND MATERIALS USED**

### **ESSENTIAL PHYSICAL TASKS**

### **ENVIRONMENTAL DEMANDS**