PARIS JUNIOR COLLEGE DISTRICT
JOB DESCRIPTION

TITLE: Director
DEPT: Small Business Development Center
CLASS: Administration

SALARY LEVEL:
JOB CODE:
FLSA STATUS: Exempt
RETIREDMENT ELIGIBILITY: 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: Vice President of Workforce Education

SUPERVISES: Small Business Development Center Business Advisor
Secretary Small Business Development Center

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Education, Experience, and Licensure
1. Master's degree in Business or related field.
2. Supervisory experience.
3. Three years recent, successful experience in training, marketing or business related area.

MAJOR JOB RESPONSIBILITIES

Essential Job Functions
1. Plans, implements, and evaluates programs of the Small Business Development Center.
2. Prepares and submits quarterly and annual reports required by the SBDC.
3. Maintain a goal-oriented office environment striving to achieve the established goals as set by the SBDC.
4. Maintains a data bank of potential staff for training and counseling.
5. 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.
6. Responsible for selection, training, evaluation, and supervision of all staff members in compliance with Paris Junior College policies and procedures.
7. Supervises and coordinates duties of area personnel.
8. Assists in the recruitment, employment, and orientation of staff.
9. Responsible for ensuring diversity efforts within area of supervision.
10. Coordinates, supervises and performs evaluation process with all part-time and full-time personnel.
11. Recommends disciplinary action of personnel.
12. Reports or approves absences of personnel.
13. Provides opportunities for staff development aimed at increasing professionalism.
14. Responsible for compliance with Southern Association of Colleges and Schools (SACS) guidelines for area.
15. Display personal characteristics that reflect positively on the education profession and the College in such ways as respecting colleagues and observing ethical principles of the education profession, participating in community activities, and demonstrating a constructive attitude toward other professional and classified personnel, using appropriate vocabulary free from excessive profanity and slang, displaying use of good judgment, tact, and discrimination, treating records, information, materials, and office concerns in a confidential manner.
16. Demonstrate knowledge of the required subject matter by providing evidence of preparation in the area, maintaining current knowledge of research and developments in the subject area, and maintaining the respect of colleagues in the profession.
17. Demonstrate leadership qualities by instilling enthusiasm for professional goals, recognizing staff proficiencies and accomplishments, adhering to statement of ethics and Paris Junior College covenant for success.

Marginal Job Functions

SPECIFIC EQUIPMENT AND MATERIALS USED

ESSENTIAL PHYSICAL TASKS

1. This position is security-sensitive.

ENVIRONMENTAL DEMANDS

I have read the foregoing job description and understand the responsibilities of the job.

________________________________________________________________________________________
Employee Printed Name

________________________________________________________________________________________
Employee Signature Date

________________________________________________________________________________________
Human Resources Signature Date