



ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Announcement #8404-16
Date: Thursday, April 28, 2016

POSITION: Director I – Small Business Development Center

LOCATION: District/Corporate Center – Casa Grande, Arizona

JOB SUMMARY: Provide district-wide leadership and management direction to the Small Business Development Center (SBDC) program. Promote the growth, expansion, innovation, increased productivity, sustainability, and management improvement in small businesses and prospective small businesses in the area. **Position is dependent upon grant funding.**

RESPONSIBILITIES: The incumbent will:

- Manage the district-wide SBDC program. Research and assess the needs of the Pinal County business community. Develop services, activities, and programs to meet those needs, while advancing the Arizona Small Business Development Center Network's (AZSBDC) strategic plan in alignment with the College's strategic goals. Advise business owners and prospective business owners who are SBDC clients. Provide business assistance services in accordance with AZSBDC and Small Business Administration (SBA) guidelines and procedures. Develop strategic partnerships for business and economic development and training, seminar, and workshop opportunities.
- Develop and manage budgets within College and SBA guidelines. Participate in the budget planning process and identify and manage funding for business and industry solutions program such as incubators. Manage grant and contract funded programs associated with the SBDC.
- Advance economic and business development issues via leadership roles within Pinal County and Arizona. Develop and recommend new products and services offered. Maintain liaison between the host institution/organization and local organizations, public and private that are involved with the improvement of the business climate.
- Ensure SBDC compliance with all Arizona SBDC Network policies and procedures and meet SBA regulations. Prepare timely, periodic reports as required by the U.S. SBA and the SBDC State Network Office and maintain records in compliance with state contract and applicable U.S. Circulars to include reporting economic impact results attributed to counseling efforts.
- Supervise program staff including training, delegation of work assignments, employee evaluation and discipline, and employee hire/termination, promotion, and pay rate change recommendations. Conduct staff meetings.

QUALIFICATIONS:

EDUCATION: Bachelor's degree in business, management, or related field.

EXPERIENCE: Two (2) years directly related experience

DESIRABLES: Master's degree in business, management or a related field, experience owning and operating a small business, experience teaching at the college or corporate trainer level or in providing management consulting services, and experience with federal grant programs.

The knowledge, skills, and abilities required to perform this job include, but are not limited to the following:

- Ability to exercise strong managerial and leadership skills.
- Knowledge of small business development.
- Knowledge of effective business and interpersonal communication skills.
- Skill in supervising and training others in an organizational environment.
- Ability to coordinate activities with groups and plan in a team environment.
- Ability to develop and implement a strategic plan, and manage a program budget.
- High level of interpersonal skills that are adaptive to the wide variety of cultures, ages, and other characteristics of the college community and Pinal County entrepreneurs.
- Knowledge of electronic and technological systems including data collection systems.

SALARY: Entry Salary is \$56,870.00

DEADLINE: All application materials must be received in Human Resources at the Signal Peak Campus by 6:00 p.m., Thursday, May 12, 2016.

APPLICATION INFORMATION: The application packet should consist of:

- Letter of interest
- Current resume
- Central Arizona College application
- **Unofficial copies of transcripts reflecting the required degree or course work (For position vacancy that requires college level coursework or degrees)**

The Central Arizona College application may be found at www.centralaz.edu/application or by calling the Human Resources Office at 520-494-5235. **Travel costs due to interview are the responsibility of the applicant.**

Applications not accompanied with the required transcripts will not be considered.

Copies of transcripts should reflect completed course work and conferred degrees. All academic course work and degrees must be from a regionally accredited college or university or be certified by an acceptable agency that the institution is recognized by the appropriate governmental agency in its home country (this is generally stated in the degree evaluation).

Transcripts issued in a language other than English must be accompanied by a full translation (word for word) by an acceptable translator. Additionally, each foreign transcript must be evaluated for equivalency to United States accredited course work by an acceptable agency such as those agencies certified by the National Association of Credential Evaluation Services (NACES).

Applications containing foreign transcripts that are not accompanied with the above required documentation, will not be considered.

Faxed application materials will not be accepted. Application materials may be submitted electronically but it is the responsibility of the applicant to ensure that all electronic files are readable by Microsoft Office Suite programs. Applications submitted electronically should be sent to: human.resources@centralaz.edu.

The Human Resources Department is located in main administration building, H Building, Suite 131 on the Signal Peak Campus at 8470 North Overfield Road, Coolidge, Arizona 85128. Office hours are Monday through Thursday from 8:00 a.m. to 6:00 p.m.

Central Arizona College prohibits discrimination in employment and educational programs based on race, color, religion, sex, age, disability, national origin, military status, genetic test information, sexual orientation, or gender identity or expression.