**ASSOCIATE DIRECTOR OF**

**SAN DIEGO & IMPERIAL SMALL BUSINESS DEVELOPMENT CENTER NETWORK**  
HIGHER EDUCATION CENTER AT NATIONAL CITY  
12 MONTHS, 100% CLASSIFIED ADMINISTRATOR POSITION

WORK SITE: 880 NATIONAL CITY BOULEVARD, NATIONAL CITY, CA 91950  
  
TEMPORARY PROJECT FUNDED POSITION, CONTINUED EMPLOYMENT CONTINGENT UPON FUNDING  
  
RESPONSIBILTIES: Under general direction of the Regional Director, San Diego/Imperial Valley Small Business Development Center Network, manage the day-to-day operations of the SBDC Lead Center; support leadership, development, implementation, documentation, and operational activities of the San Diego and Imperial SBDC Regional Network programs; ensure compliance with all SBDC, U.S. Small Business Administration (SBA) Office, and Association of Small Business Development Centers (ASBDC), regulations, requirements, accreditation and audit standards; provide continuous process improvement to SBDC Lead Center and Network operations; develop, implement and deliver training as needed to Lead Center staff and SBDC Network; provide direction to SBDC Lead Center staff as appropriate to deliver services and provide support to the Network and meet Lead Center objectives. REPRESENTATIVE DUTIES: Plan, organize and manage the work of assigned staff; with staff, develop, implement, and monitor work plans to achieve assigned goals and objectives; provide leadership on EDMIS and WebCATS Management including development of reports for SBA, WebCATS configuration, data structure analysis, training, and implementation; promote and market SBDC Network programs and services; make presentations to local and regional business and civic groups and organizations as directed. Network Operations: Support development, implementation, and update of SBDC Network operating plan, including an SBDC Network Operations Manual; provide training to SBDC Network staff and consultants as necessary; function as liaison with Service Center Directors in the SBDC Network with regard to SBDC grant policies, procedures, requirements, and compliance issues; conduct and report regular on-site visits and reviews of SBDC Network service centers; assist the SBDC Lead Director in planning and preparing the Network and Lead Center budget. Financial Management: Conduct follow-up activities regarding SBDC Network program quality and complete project evaluation reports; direct and oversee data analysis of network performance, including benchmarks and metrics; prepare reports for the SBDC Lead Director as necessary; administer SBDC Network operational systems and records to assure audit and accreditation readiness; assist SBDC Lead Center Director in identifying and developing regional funding sources and partnerships. Perform related duties and responsibilities as required.  
  
KNOWLEDGE AND ABILITIES: MUST HAVE KNOWELDGE OF: Principles and practices of management, project management, and supervision; principles and practices of employee training and supervision; quality control, continuous process improvement principles, and internal audit procedures; principles and practices of general accounting and budget preparation and control; small business principles and practices; modern office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases, financial systems, process mapping, and desktop publishing; marketing concepts, principles, and techniques; public relations concepts and principles; oral and written communication skills; demographics of the local regional population; data management and analysis concepts; survey design principles. MUST HAVE ABILITY TO: Supervise, evaluate and train assigned personnel; analyze business needs, organize workload and prioritize duties; speak in public and make presentations to small and large groups; work independently and collaboratively with minimal supervision; analyze, evaluate and resolve problems; analyze, interpret and present data and prepare reports; operate office equipment including computers and supporting word processing, spreadsheet and database applications at an advanced level; work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.  
  
EDUCATION AND EXPERIENCE: Any combination equivalent to: a Bachelor’s degree in Business or closely related field and two years of experience in management and administration of programs in small business, international trade or economic development including experience with identifying grant opportunities and preparing grant applications, and conduct primary and secondary research with grant writing. Design, develop, and implement communications and marketing plans.  
  
WORKING CONDITIONS:  
The conditions herein 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 job functions.  
Environment: Work is performed primarily in a standard office setting with moderate noise level; extended periods of time viewing computer monitor; work outside of normal business hours may be required in order to meet deadlines and to attend meetings in the evening or on weekends; travel may be required. Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.  
  
SALARY & BENEFITS:  
Range 25, Steps 1-6, $5,913.00-$8,408.00. An excellent benefits package which includes medical, vision, dental, retirement, vacation, generous sick leave package, and life insurance is available for the employee and eligible dependents. This position is a classified exempt position in accordance with the Fair Labor Standard Act and California Education Code Section 88020. The employee holding this position is not eligible for overtime compensation.  
  
WORKING DAYS & HOURS:  
Monday-Friday: 8:00 a.m.-5:00 p.m. (Approximately). Work schedule may be adjusted to meet the needs of the office.  
  
STARTING DATE:  
As soon as the successful candidate is identified and following the subsequent governing board approval.  
  
APPLICATION DEADLINE:  
All application materials must be received online at <http://apptrkr.com/651813>. Position is open until filled. Applications received by the first screening deadline of 11:59 p.m. on Friday, August 28, 2015 are guaranteed to be reviewed by the selection committee. Any application received after the deadline is not guaranteed a review.  
  
FAXED MATERIALS ARE NOT ACCEPTED.  
  
APPLICATION PROCEDURES: Submit the following application materials on-line at <http://apptrkr.com/651813>

(1) Letter of application (cover letter)  
(2) On-line application  
(3) Resume  
(4) Unofficial copies of college transcripts with date degree conferred  
  
It is the sole responsibility of the applicant to ensure that all application materials are received by the deadline date. A separate, complete application packet is required for each position for which you are applying for.  
  
All materials included in your application packet become District property,  
will not be returned, will not be copied, and will be considered for this opening only.  
  
We reserve the right to re-open, re-advertise, delay or cancel filling this position.  
  
If additional positions become available in this classification, applications received in response to this posting may be considered for those additional positions for up to 90 days after final board approval.  
  
INTERVIEW TRAVEL COSTS MUST BE BORNE BY THE APPLICANT.  
  
As an Equal Opportunity Employer and in compliance with the American with Disabilities Act,  
Southwestern Community College District will make reasonable accommodations for individuals with disabilities.