

**DEVELOPMENT SERVICES AGENCY
EMPLOYMENT OPPORTUNITY**

Job Title: Associate State Director Small Business Development Centers (SBDC)

Position Number: 20011202

Starting Salary: \$65,000+ yr. based on qualifications

Job Classification: Administrative Staff

Job Status: Unclassified Exempt

Division: Business Services/Small Business Enterprise

Location: 77 South High Street, 28th Floor

Supervisor: State SBDC Director

Work Hours: 8:00am to 5:00pm, M-F

POSTING DATE: OCTOBER 4, 2017

DEADLINE FOR APPLYING: OCTOBER 31, 2017

Job Duties:

Serves as Associate State Director for Ohio Small Business Development Center (i.e., SBDC) Program Lead Center Office: Manages day-to-day programmatic review, reporting and compliance operations of the office in support of the Ohio SBDC program. Duties include: oversees SBDC client management system (CenterIC), oversees development, management & maintenance of content and systems concerning program operating guidelines, rules, regulations & policy.

Manages high quality professional & administrative staff to carry out operations & program goals of Ohio SBDC; assigns duties & responsibilities to employees under direct supervision; completes employee performance reviews on a periodic basis, establishes performance goals & objectives with measurable benchmarks & time frames; reviews & approves staff requests for leave & handles disciplinary actions; understands & implements policies & procedures of US Small Business Administration (i.e., SBA)

SBDC Program: develops & implements continuous improvement policies and procedures that drive program performance and client satisfaction, including systems that align with Association of Small Business Development Centers (ASBDC) Accreditation;

Assists in the development & implementation of a state-wide strategic business assistance program providing high quality one-on-one business consulting, a diverse mix of business seminars & training events, research support services & advocacy on behalf of a variety of public & private stakeholder partners, & assists in the management of these partnerships & resources; develops policies and procedures that ensure sub-recipient accountability and performance with special attention to the verification and validation of reported program impact; develops policies and procedures to ensure program accountability; conducts onsite performance evaluations of sub recipients; travels to local SBDC offices as needed.

Maintains a positive & productive working relationship with Ohio's District SBA offices, national SBA office, Ohio SBDC Center hosts and directors, ASBDC; Interfaces with SBA & other federal officials to ensure efficient & accurate reporting of cooperative agreement activity, seamless transfer of data to relevant federal data bases & implementation of new policies & procedures that ensure State of Ohio support of federal small business objectives; interfaces with SBDC Lead Center staff to ensure collaboration & accurate reporting of SBDC supplemental programs & other approved SBA related programming for small businesses; builds relationships & provide services to a diverse cultural, ethical & social constituency.

Assists in the development and oversight of the Request for Proposal and continuation of funding application process for statewide program; interfaces with grantees & other organizations to facilitate proposal development, modification & compliance; educates staff accordingly; Assists in the ASBDC accreditation process. Acts on behalf of State SBDC Director in his or her absence. Demonstrates commitment to sound metrics, accountability & transparency while ensuring quality customer service.

Qualifications: (A test may be given to determine qualifications)

1. A Bachelor's degree focused on business, management, economics, or public administration (Master's degree **preferred**).
2. At least five years of relevant experience required; previous experience working with Small Business Development Centers (SBDC) or similar program is **preferred**.
3. Knowledge/experience managing or working with federal grant programs, Office of Management & Budget (OMB) requirements, &/or negotiating such agreements **preferred**.
4. Experience in performance management, development & implementation of systems, metrics & processes that promote continuous improvement, & experience in other quality driven, customer-oriented management strategies (i.e. Baldrige, Kaizen, etc.).
5. Proven experience in building & maintaining a broad spectrum of partnerships & working with a diverse client base.
6. Experience managing a computer based Client Management Database or Customer Relationship Management solution; involvement in developing reports & analyzing data to guide meaningful program improvement.
7. Knowledge of federal, state & local business development issues.
8. Excellent communication & presentation skills, experience working in a team environment.
9. Working knowledge of computer software programs including spreadsheets & database management.

The final candidate selected for this position will be required to undergo a criminal background check & drug screen. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

TO APPLY, VISIT THE STATE OF OHIO WEBSITE AT: <http://careers.ohio.gov> or <http://ohiomeansjobs.com> or <http://governmentjobs.com>

Ohio Development Services Agency, Human Resources Office
77 South High Street, 27th Floor, Columbus, Ohio 43215
(614) 466-2072 Fax: (614) 644-9030

The State of Ohio is an Equal Opportunity Employer