

DIRECTOR, SMALL BUSINESS DEVELOPMENT**Nature of Work**

Directs and manages the Small Business Development Program and Sub-Centers throughout the state to serve the existing small businesses and to assist in small business development. Establishes program policy and evaluates staff and program performance. Performs related work as required.

Examples of Work

Plans and directs overall operations of the West Virgin SBDC. Coordinates the statewide SBDC network by establishing communications systems between SBA, the International Trade Administration (U.S. Department of Commerce), the SBDC Program Control Center (PCC), and the subcontracting satellite operations among participating higher education institutions.

Evaluates effectiveness and monitor program implementation for each subcontracting institution.

Supervises SBDC Program Control Center.

Facilitates community involvement in SBDC program.

Facilitates involvement of Chambers of Commerce, professional associations, trade associations and other organizations concerned with the economic development of the state of West Virginia.

Meets with members of the state legislature and state agencies for determination and establishment of policies and program which impact small businesses.

Prepares SBDC operating budgets and monitor expenditures.

Negotiates with SBA on contracts, grants and future funding appropriations for the West Virginia SBDC.

Develops and implements reporting systems for statewide SBDC.

Establishes appropriate Advisory Council consisting of business and industrial people to serve in an advisory capacity to the WV SBDC Consortium.

Promotes a strong relationship between the state's banking community and the SBDC.

Represents the West Virginia SBDC at the executive level among associations and organizations in the state of West Virginia concerned with small business and industrial development.

Knowledge, Skills and Abilities

Knowledge of the full range of business development and business management methods, practices and techniques.

Knowledge of budgetary and financial procedures.

Knowledge of federal program requirements and procedures.

Ability to establish and maintain effective working relationships with federal and state officials, with civic and community organizations, with banks, industry and media.

Ability to direct, coordinate and manage a multi-faceted business development program in multiple locations throughout the state.

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DIRECTOR, SMALL BUSINESS DEVELOPMENT CENTER - cont'd.

Minimum Qualifications

TRAINING Graduation from an accredited four-year college or university with a degree in business administration, management, or a related field.

SUBSTITUTION Experience as described below may substitute for the required training on a year-for-year basis.

EXPERIENCE Five years of full-time or equivalent part-time paid experience in business administration.

SUBSTITUTION A Master's degree in business administration or a related field may substitute for one year of the required experience.

Established: 9/16/93

Effective: 10/16/93