

Columbia Economic Team

POSITION DESCRIPTION

Director, Business Resource & Small Business Development Center (SBDC)

Columbia County (Oregon) Business Resource & Small Business Development Center provides high quality business counseling and technical assistance services to all new, emerging, and growth companies, working in synergy with the Oregon Small Business Development Center Network.

JOB SUMMARY

Under supervision of Columbia Economic Team (CET) Executive Director, the Director interprets strategic goals to create plans, organize, and ensure the development and management of all activities related to CET's role in business and economic development. The Director of the Business Resource Center serves as the Director of the Small Business Development Center, directs, manages, and markets the Small Business Development Center services to communities, partners, and clients within CET's service area, and provides liaison with business-related community, regional and state resource partners and organizations.

Provide one-on-one confidential business counseling to current and potential business owners as part of the Columbia Economic Team and Small Business Development Center (SBDC) economic development services. The counseling will cover all aspects of small business issues including marketing, sales, financial management, business planning, operations, and personnel management. Counseling services will cover all stages of a business' life cycle. Director is responsible for counseling session documentation and report generation in accordance with CET and SBDC requirements and compliance to the SBDC contractual requirements. Additionally, the Director will be responsible for providing SBDC approved training workshops & seminars to small businesses.

The Director will be responsible for community stakeholder & organizational outreach and collaboration.

ESSENTIAL DUTIES

1. Organize and direct the operations of the Small Business Development Center. Manage day to day operations to meet the SBDC counseling, training, and contact goals, program objectives and contractual agreements.
2. Supervises the performance of the SBDC program support staff, volunteers, counselors, and instructors. Supervision includes training, work assignment and review, performance evaluation, and making hiring and termination recommendations.
3. Counsels small business clients, assist in developing strategies, plans for improvement and makes recommendations and referrals as necessary. Manages client files.
4. Analyze business problems and develop recommended solutions
5. Provide confidential one-on-one business counseling to local small businesses.
6. Participate in CET/SBDC initiated business visits.

7. Enter counseling record into the Oregon Small Business Development Center network management system documenting each business served and each counseling session provided.
8. Prepare periodic reports on businesses served and services provided in support of CET and SBDC grant requirements.
9. Assist existing employers to become more effective, competitive, and profitable. Assist in the development of private and public sector initiatives to increase and improve service to the small business community.
10. Analyzes business development needs in CET's service district by meeting with area businesses, initiates survey and needs assessments to business owners and workers, making presentations to business and industry, and ensures that responses to request for service are carried out. Forecasts future needs and recommends strategies for fund development.
11. Assist the State Director in the development of statewide private and public sector initiatives to increase and improve services to the small business community.
12. Work with local business leaders, business organizations, Chambers of Commerce, community leaders and other economic development agencies to promote business development and related services.
13. Consult with area bankers, economic and community development agencies, and local/regional/state agencies to identify and provide technical business assistance.
14. Design small business educational programs, identify problem areas with small business, develop diversified outreach programs and evaluate impact of program delivery.
15. Develops, recommends, and implements grant budget. Monitors expenditures and prepares reports to ensure compliance with budgetary and grant guidelines.
16. Attend meetings and give presentations as required as a CET and SBDC representative.
17. Prepare articles on small business management topics for publication in local and regional periodicals.
18. Participate in the Oregon SBDC Network including participating in the professional certification and other training programs.
19. Coordinate and direct part-time staff, as required, to provide business counseling services via the SBDC.
20. Adhere to the Oregon SBDC Network and State of Oregon codes of ethics, as well as CET's policies and procedures.
21. Perform related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

1. Bachelor's degree in a business-related field such as business administration, accounting, etc.
2. Five years practical business experience, preferably as a business owner or as a business consultant.

(Note: Oregon SBDC Counseling Certification may be obtained after hiring but is a condition of employment.)

Preferred Education and Experience

1. Master's degree in a business-related subject area is preferred.
2. Experience and practical knowledge of Columbia Economic Team service area and business community is preferred.

Knowledge, Skills and Abilities -- Attributes

Knowledge

Practical application of business operations, including finance, operating control systems, human resource management, customer service, marketing, public relations and governmental regulations; principles and practices of business ownership; current trends in business organization and management, including the economics and needs of the regional business community; grant writing, contract management and budget administration; modern office procedures, methods, computer equipment and software.

Skills

Has strong communication, interpersonal, organization, finance, business tool, and project management skills.

Abilities

Develop, implement, manage, and analyze complex business programs to serve the regional business community. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Effectively lead and develop center staff. Work independently to identify, prioritize, and complete tasks. Work on concurrent projects in a dynamic environment, performing duties within established timelines. Interpret and apply federal, state, and local laws, CET and OSBDCN rules and regulations, and program policies and procedures. Establish cooperative-working relationships with persons contacted in the course of performing assigned duties, including all groups within a diverse, multicultural community. Travel in CET service area and to state and national meetings.

Essential Knowledge, Skills and Abilities

1. Understanding of business and the ability to analyze business problems and develop solutions.
2. Wide breadth of knowledge about business operations, including accounting, marketing, human resources, labor law, business planning, and retail, manufacturing, and non-profit operations.
3. Ability to prepare, monitor, and report on operational and grant budgets.
4. Have strong leadership and development skills. Skilled in the development of performance and/or classroom evaluation instruction.
5. Computer skills including proficiency with Microsoft Office Suite Word, PowerPoint, and Excel, Online/Virtual meeting platforms, and Intuit QuickBooks.
6. Excellent communication and interpersonal skills.
7. Ability to provide clients with resources and business counseling.
8. Appreciation of and respect for a diverse workplace and students.

Physical Requirements

1. Must have sufficient mobility and access to transportation to visit clients at their business sites
2. Must have sufficient ability to work remotely and conduct videoconferencing as needed.

Please send cover letter addressing qualifications, resume, and any reference contact information confidentially to info@columbiacountyoregon.com, Subject line: "BRC/SBDC Director Position"