



4301 Third Street • Tillamook Oregon 97141

## **Position Opening Notice**

### **Director of the TBCC Small Business Development Center**

#### **College and Area Information**

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, the county seat of Tillamook County. The County has a population of 26,000 and TBCC served over 2,300 students during the 2016-17 academic year. Tillamook County has over 2,700 businesses.

#### **Overall responsibilities**

Provide leadership and business support to the Tillamook County businesses. The goal is to sustain and grow the economic viability of Tillamook County. Help new and existing businesses to be successful with independent advising and counseling sessions, and offer a variety of business-related classes.

#### **Organizational Relationship**

The Director of Small Business Development Center reports directly to the College President.

#### **Terms of Employment**

Annual position July 1 – June 30

Leave in accordance with TBCC Policy 312 and corresponding regulations.

#### **Required experience:**

##### ***Overall leadership of the Small Business Development Center:***

- Strong leadership, organizational skills and communication skills both in person and in writing

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- Ability to effectively problem solve and gain consensus with a wide range of stakeholders who may have competing priorities
- Experience in preparing, monitoring, and reporting on operational and grant budgets and understanding public budget law
- Management experience that included responsibility for hiring, development and daily supervision of personnel
- Successful experience working as both a team lead and a team member in a variety of environments to collaborate, cooperate, leverage resources AND communicate, and be willing to adapt and be flexible to meet team and regional goals

### Unique skills to Small Business Development

- Good working knowledge of general business principles and economic functions as they relate to business profitability, marketing and financial resources
- Experience in developing and growing small businesses
- Experience creating learning opportunities for current and future small business owners (workshops, long term counseling [Small Business Management Program], etc.)
- Ability to extend resources throughout the County through innovative outreach using SCORE, and/or other innovative, cost-effective, quality initiatives
- Provide one on one advice, guidance and instruction to small businesses.
- Set milestones, goals, work center objectives and class training schedules.
- Developing, writing, and overseeing grants for SBDC and other applicable areas.
- Developing programs affecting the viability of the SBDC offerings and plans accordingly.
- Developing marketing plans/approaches that communicate to the college service district population the function and mission of the SBDC.
- Providing staff training as necessary and ensuring that professional development/certification requirements are accomplished.

### Required Qualifications:

- Bachelor's degree
- At least three years of business experience
- Proficiency with standard software programs, especially business accounting and spreadsheet applications as well as proficient in email and internet/social media communications
- Ability to teach and coach
- Must have a valid Driver's License

### Preferred Qualifications

- Master's degree, with at least one degree in discipline related to business

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- A minimum of 5 years' experience related to small business counseling with a successful business ownership and management experience
- Have owned a small business

## Key Responsibilities

### ***Small Business Development:***

- Develop and implement a county-wide business retention and expansion program that serves small businesses. Actively work with all stakeholders to increase retention and expansion of existing small businesses, as well as commercial and industrial businesses in Tillamook County
- Counsel existing employers to become more effective, competitive and profitable through small business outreach, educational programs, and connections to business development resources
- Stay current on latest management trends, techniques and tools to provide insight to the SBDC businesses.
- Ensure compliance with Oregon SBDC policies, procedures and contracts
- Develop and maintain an active relationship with SBDC advisory committee
- Achieve or exceed metrics identified by the State for the Tillamook County Small Business Development Center

## Application Information

*Applicants should submit a TBCC application along with the following:*

- Letter of application addressing each of the required and preferred qualifications
- Resume
- Unofficial copies of college transcripts

The submission of all required application materials is the responsibility of the applicant. Send or deliver the application packet to:

**Tillamook Bay Community College**  
**Attn: Human Resources**  
**4301 Third Street**  
**Tillamook, OR 97141**

To print the application go to <http://www.tbcc.cc.or.us/index.php/about-tbcc-learn-more-about-us/discover-tbcc/employment> and choose the staff application packet.

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**TILLAMOOK BAY COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER**  
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Candidate selected for hire must provide official academic transcripts. Applicants must be prepared to interview at their own expense.

**POSITION OPEN UNTIL FILLED.** First review September 18, 2017.

Compensation and Position Availability: Salary: of \$52,000 - \$58,000 per year depending on education and experience.

Questions: Pat Ryan (503) 842-8222 ext. 1020

[patryan@tillamookbaycc.edu](mailto:patryan@tillamookbaycc.edu)

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