



4301 3<sup>rd</sup> Street, Tillamook, OR 97141

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

### **Overall responsibilities**

The Tillamook Bay Community College (TBCC) Small Business Development Center (SBDC) 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 the TBCC President, the Director interprets strategic goals to create plans, organize, and ensure the development and management of all activities related to the College's role in business development. The Director of the Small Business Development Center directs, manages, and markets the Small Business Development Center services to clients within the College's service district, and provides liaison with business-related community and state resource partners and organizations.

### **Terms of Employment**

Annual position July 1 – June 30

Leave in accordance with TBCC Policy 312 and corresponding regulations.

### **Essential Duties**

1. Counsels small business clients; assist in developing strategies, plans for improvement and makes recommendations and referrals as necessary. Manages client files.
2. Plans, organizes, and directs the operations of the Small Business Development Center (SBDC).
3. Designs small business educational programs, identifies problem areas within small businesses, develops diversified outreach programs and evaluates impact of program delivery.

4. Develops, recommends and implements grant budget. Monitors expenditures and prepares reports to ensure compliance with budgetary and grant guidelines.
5. Supervises the performance of the SBDC program support staff, volunteers, counselors and instructors. Supervision includes training, work assignment and review of performance.
6. Analyzes business development needs in the College's service district by meeting with area businesses, initiates surveys 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.
7. Assist the State Director in the development of statewide private and public sector initiatives to increase and improve services to the small business community.
8. Work with local business leaders, business organizations, Chambers of Commerce, community leaders and other economic development agencies to promote business development and related services.
9. Consult with area bankers, economic and community development agencies, and local/regional/state agencies to identify and provide meaningful technical business assistance.
10. Develop and maintain an active relationship with SBDC advisory committee.
11. Achieve or exceed metrics identified by the State for the Tillamook County Small Business Development Center.
12. Assists TBCC in the creation of FTE through deployment of meaningful training programs including Small Business Management (SBM) in accordance with state guidelines.

## **Minimum Qualifications**

### Required

- Bachelor's degree in business administration, or a closely related field, and experience in educational program management.
- Three years' experience owning and/or operating a small business including financial planning, marketing, accounting, system analysis, personnel management, or an equivalent combination of education and experience sufficient to perform the essential duties of the job.

### Preferred

- MBA or equivalent master's in business related field
- Post-secondary teaching experience
- Business counseling or coaching experience

## **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 and project management skills. Have strong leadership and development skills. Skilled in the development of performance and/or classroom evaluation instruction. Skilled in computer operations, including database, spreadsheet, and word processing applications. Must have excellent written communication 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. Use modern business communication technology. Communicate effectively orally and in writing. Interpret and apply federal, state and local laws, college 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 College service area and to state and national meetings.

**POSITION OPEN UNTIL FILLED** – First Review of applications: April 27, 2021

**Compensation:** This is an exempt position. Salary range of \$57,160 - \$62,460 annual depending on education and experience. Excellent benefits in accordance with Board policy.

## **Application Information**

Complete application packets will have first consideration. The submission of all required application materials is the responsibility of the applicant.

Please respond via email with cover letter, application, unofficial transcripts, resume, indicating proof of your abilities to achieve the above job description, and a minimum of three references to [patryan@tillamookbaycc.edu](mailto:patryan@tillamookbaycc.edu)

Applications may also be mailed to:

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

To print the application go to [Employment at TBCC \(tillamookbaycc.edu\)](#) and choose the staff application packet.  
Candidate selected for hire must provide official academic transcripts.