



**JOB TITLE: ASSISTANT DIRECTOR, SMALL BUSINESS  
DEVELOPMENT CENTER (SBDC)**

Classification:	Classified Administrator	Retirement Type:	PERS*
Salary Range:	7	Board Approved:	February, 1995

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**BASIC FUNCTION:**

Under the direction of the Director of the Small Business Development Center (SBDC), assists in the operation and promotion of the SBDC in accordance with the goals and objectives of the California SBDC program.

**REPRESENTATIVE DUTIES:**

Provide one-on-one individualized counseling to clients, assisting them with business plan development, marketing and other general business practices; support clients through reference materials, resources, research, and other tangible means, recruit clients; recommend purchase of suitable library books and audio-visual equipment and materials for the Center.

Seek, interview, and engage pro-bono and paid consultants to the SBDC, subject to the approval of the Director.

Prepare and submit Trade and Commerce Agency reports; maintain records for reporting on status of SBDC including milestone tracking, clients, workshops and volunteers as per contract requirements.

Assist Director in preparation of contracts and budgets for renewal of grants; monitor milestones and budget; monitor and evaluate program to ensure contract compliance.

Act as liaison; work as a member of internal and external committees on special projects; provides advisory board with SBDC information to facilitate their task of advising the SBDC.

Promote SBDC through speeches, presentations and teaching classes; attend trade shows to promote community awareness of SBDC; other community awareness promotions; assist Director in marketing of SBDC by developing marketing plan; write press releases for the Center; act as media liaison; presents workshops as required.

Prepare schedules and write flyers and advertisements for all workshops and seminars held at the SBDC, its satellite, or at any outside co-sponsored location.

Assist Director in development and implementation of special projects and events.

Organize, register, track income, develop reports per contract requirements.

Act as manager in absence of Director; oversee day-to-day operations.

Assist with recruiting and assisting clients and providing information on starting a business and other business-related issues.

Assist in formulating implementing database system and troubleshooting.

**JOB QUALIFICATIONS:**Education and Experience:

Bachelor's degree or higher from an accredited institution in a technical area and a minimum of five (5) years progressively responsible experience in management or administration of programs in small business or economic development.

Knowledge of small business activities in the community and the ability to participate in those activities.

Ability to perform counseling for clients of the SBDC, market the program, participate in chamber and other community-based small business activities, seek professionals willing to act as referrals on a pro bono or reduced fee basis, and follow guidelines of the state grant agreement.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.