

## **YUBA COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: SBDC PROGRAM TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of the Small Business Development Center Director, plan, coordinate and oversee the daily activities of the District Small Business Development Center (SBDC) Program; provide specialized information and assistance to existing and prospective small business owners.

#### **REPRESENTATIVE DUTIES:**

Plan, coordinate and oversee the daily activities of the District SBDC Program; plan, coordinate and complete general clerical support activities for the SBDC Program. (E)

Coordinate the intake, screening, scheduling and appropriate referral of SBDC clients. (E)

Assist in the development and delivery of SBDC Programs including development of courses, seminars, workshops and one-on-one consultation session schedules, instructional materials and economic development activities. (E)

Maintain a variety of accurate client and training records according to established Small Business Administration, Community College Chancellor's Office and California Trade and Commerce Agency requirements; prepare and submit quarterly program reports as required. (E)

Represent SBDC to the business community as needed; market the SBDC Program services to the business community as directed. (E)

Assist with the development of grant proposals to support the SBDC activities for the Chancellor's Office. (E)

Maintain accurate budget records; prepare budget expenditure reports and assist the Coordinator with grant writing. (E)

Maintain the business resource library and other support services to SBDC clients and businesses. (E)

Assist in the development of business related fee base, contract education and continuing education courses; coordinate with the Coop Ed and on-the-job training programs. (E)

Perform related duties as assigned.

#### **KNOWLEDGE OF:**

Educational program development.

College business educational programs and on-the-job training programs.

Grant writing techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Computer hardware and software.

Principles of small business, entrepreneurial and economic development.

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Record-keeping techniques.

Budget monitoring techniques.

**ABILITY TO:**

Plan, coordinate and oversee the daily activities of the District SBDC satellite office.

Plan, organize and prioritize work.

Provide outreach, intake and other relevant activities to clients.

Coordinate and work cooperatively with College staff and relevant agencies, organizations and businesses.

Interpret and apply grant regulations and appropriate State and federal laws.

Organize and present materials in an efficient manner.

Prepare and maintain budgets and expenditures.

Maintain accurate records.

Perform complex and responsible work in preparation of reports and SBDC Program planning.

Develop and implement an effective marketing program for the SBDC Program.

Seek out alternative and additional funding sources to support the SBDC Program.

Participate in educational program development.

Communicate effectively both orally and in writing.

Operate appropriate computer software and other business machines to accomplish job tasks.

Work independently with little direction.

Maintain confidentiality with discretion.

Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associate's degree and two years increasingly responsible work experience in business or related field.

**ENVIRONMENT:**

Office environment.

Constant interruptions.

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**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read complex reports.