



# El Camino College

## Director of the Small Business Development Center



### KEY ROLES/RESPONSIBILITIES

Under direction of the Dean of Economic and Workforce Development, exercise direct leadership of the areas assigned providing functional supervision over assigned positions. Implement the department's vision and develop, organize and implement goals and objectives; plan, develop, organize schedule, direct, improve and evaluate assigned programs, services, and activities; and provide oversight, development, and coordination of all elements of the areas assigned, including the Small Business Development Center.

Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the assigned unit, department, and division; lead by example; actively participate in and support College-wide shared governance components and activities and other collaborative processes; encourage professional excellence among assigned staff; and promote, foster, and facilitate an organizational culture of customer service, teamwork, and innovation.

**\*\* This position is contingent upon available categorical funding\*\***

### MISSION STATEMENT

*El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.*

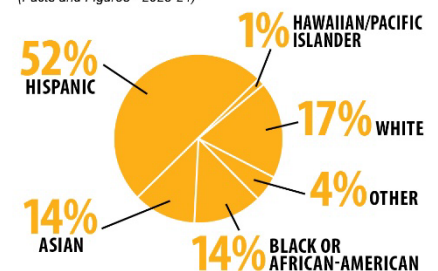
### ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs.

### STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



## DIRECTOR OF THE SMALL BUSINESS DEVELOPMENT CENTER

**Division:** Community Advancement

**Posting Closing Date:** 5/27/2025

**Req:** C2425-020E

**Position Type:** Classified Administrator

### REPRESENTATIVE DUTIES

*The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

*For a full listing of duties and work expectations, please refer to the job description located at:*

[Job Description](#)

1. Lead, direct, and manage the planning, development, organization, scheduling, direction, performance, and evaluation of programs and services of assigned departments or units. Articulate a clear vision of assigned areas, including services, applications, and benefits provided. Lead and manage change within assigned departments or units and across the Division as directed.
2. Actively participate in long-range planning, program review, and resource development activities. Promote transparency within and among assigned units or departments.
3. Participate actively in the life of the College, including operational processes and initiatives, by serving on College committees, workgroups, task forces, and councils as assigned.
4. Strengthen quality educational and support services to promote and empower student learning, success, and self-advocacy. Prepare and implement the department's budget.
5. Enhance innovation and participation in issues related to areas of assignment to ensure ongoing sustainability of the College.
6. Support student learning using a variety of effective instructional methods, educational technologies, and college resources.
7. Be accountable for effective and efficient utilization of resources. Control and authorize expenditures in accordance with established guidelines. Measure and assess outcomes. Identify opportunities for improvement within assigned areas and implement actions to strengthen services to students and the campus community.
8. Support and promote College initiatives including Diversity, Equity, Inclusion, Accessibility, and Anti-racism.
9. Serve as Campus Security Authority (CSA) for Clery Act reporting requirements. Maintain up-to-date certification for CSA status.

### ORGANIZATION MANAGEMENT

1. Maintain up-to-date knowledge of the regulations, policies, requirements, and eligibility criteria for assigned programs and ensure compliance with the College's policies, procedures, and practices.
2. Strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Implement priorities in conjunction with the

College's comprehensive planning and budgeting guidelines. Implement an organizational structure that maximizes utilization of resources and ensures effective and efficient delivery of services.

3. Train, supervise, motivate, and evaluate the performance of assigned managerial, professional, operational, technical, and support personnel; recommend transfers, reassignment, termination, and disciplinary actions as needed; delegate and review assignments; evaluate work products and results, implement appropriate procedures to accommodate need for information and assistance; establish and monitor timelines and prioritize work. Monitor employee performance on a regular basis and provide coaching for performance improvement and/or development as needed.
4. Anticipate, prevent, and resolve conflicts under areas of supervision. Implement plans for efficient and appropriate use and security of assigned facilities; ensure compliance with health and safety regulations.
5. Work with Information Technology personnel on a continual basis to enhance and improve relevant computer systems. Learn and apply emerging technologies to perform duties and provide services in an efficient, organized, and timely manner. Work to modernize infrastructure and technological resources to facilitate a positive learning and working environment and promote student success.
6. Perform other duties as assigned.

## MINIMUM QUALIFICATIONS

**Education:** Bachelor's degree from an accredited college or university in business or related field. In lieu of a college degree, a minimum of seven (7) years of experience as an SBDC center director.

**Experience:** Three (3) equivalent full-time years of progressively responsible experience in management or the administration of programs in small business or economic development.

## LICENSES AND OTHER REQUIREMENTS

Valid California driver's license.

(Note that for travel reimbursements, a valid California driver's license and successful completion of the District's Defensive Driver Training program is required.)

## DESIRED QUALIFICATIONS

**Desirable Education:** Master's degree from an accredited college or university in business or related field.

**Desirable Experience:** Five (5) equivalent full-time years of progressively responsible experience in management or the administration of programs in small business or economic development.

## Knowledge/Areas of Expertise:

- Small business in the region served.
- Agencies serving the interests of small business within the region.
- Strategic development and specialized knowledge related to small business owner's needs.
- Requirements for successful administration of a small business.
- Fundraising.
- Economic development.
- Principles of administration and supervision.
- Record keeping techniques.
- Oral and written communication skills.

- Budget preparation and control.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.
- Marketing.

#### **Abilities/Skills:**

- Develop and perform counseling and consulting for clients.
- Market programs.
- Participate in chamber and other community based small business activities.
- Seek professionals willing to accept referrals on a pro bono and reduced fees basis.
- Select, train, manage and evaluate staff and consultants/trainers.
- Understand and adhere to funding agency regulations.
- Develop, write, and manage grant proposals and contracts to serve the interests of small businesses within the region.
- Plan and organize work.
- Communicate effectively orally and in writing.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Seek and identify potential funding sources.
- Drive to off-site locations periodically.
- Move from one work area to another.

#### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

*The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully.*

**Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

##### **Work Environment**

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. At least minimal environmental controls to assure health and comfort. May involve working non-standard, evening, and weekend hours.

##### **Physical Demands**

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

**CLOSING DATE: TUESDAY, MAY 27, 2025 at 3:00 P.M.**

**SALARY: Starting salary is \$135,867 annually.**

Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached (\$157,517 annually).

Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

### **CONDITIONS OF EMPLOYMENT**

This position is designated as a full-time, twelve-month classified administrator position subject to a probationary period. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. Work schedule may include weekends, evenings, and/or holidays based on business needs. During the winter recess, all management positions are required to charge three (3) days of accrued vacation between the Christmas and New Year holidays.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

### **ADA ACCOMMODATIONS**

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](http://maxient.com)

### **INTERVIEW EXPENSES**

Individuals identified for FINAL interviews are eligible to have expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Finalists must complete and submit a W-9 Form and Human Resource's "Interview Expense Reimbursement Form" and include appropriate support documentation to receive the allowable reimbursement amount.

### **BENEFIT HIGHLIGHTS**

#### **Health, Life, Dental and Vision Insurance**

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

#### **Sick Leave and Disability**

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely.

#### **Retirement**

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

#### **Summer Work Hours**

During the summer, employees work eight 32-hour work weeks with full pay.

### **TO APPLY**

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.

3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE PDF** document.

**Foreign Transcripts:** Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

**IMPORTANT NOTE:** Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. ***You may check the status of your application online.***

If you need assistance, you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at [hr@elcamino.edu](mailto:hr@elcamino.edu).

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

## **FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:**

### **El Camino College**

#### **HR Service Partner**

Pamela Jones

310-660-3593, Ext. 3478

[pjones@elcamino.edu](mailto:pjones@elcamino.edu)

16007 Crenshaw Boulevard

Torrance, CA 90506

### **JEANNE CLERY CAMPUS SAFETY ACT**

*In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an [Annual Security Report](#) and all required statistical data. This publication includes Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the [Police Department](#) and in select locations on campus. Upon request, the Campus Police Department can provide paper copies of this publication. Contact them at 310-660-3100.*

### **EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**

*The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.*