JOB DESCRIPTION

Director Small Business JOBS Act

**Definition of Class**
This is a supervisory position in which the incumbent directs, manages and markets technology related, educational services and programs for small businesses. The incumbent manages and trains counselors statewide, while also providing advanced level one-on-one counseling to small business owners. Incumbent frequently makes decisions by exercising discretion and independent judgment.

**Examples of Work Performed**
Markets technology related, educational services and programs to small businesses statewide.

Plans and conducts technology related training seminars for small business owners.

Recruits, hires, and supervises counselors.

Budgets resources and reviews expenditures.

Counsels and advises small business clients, primarily providing advanced-level counseling.

Determines goals and objectives for the program.

Travels extensively throughout the state.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Recruits and supervises counselors to provide technology related, educational services to small businesses statewide.

2. Budgets resources and reviews expenditures.

3. Markets technology related, educational services to small businesses statewide.

4. Plans, composes, and conducts technology related training seminars for small business owners and counsels and advises small business clients.

5. Determines goals and objectives for the department.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related
education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

- **Vision:** Requirements of this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree in Engineering, Technology, or related field.

  AND

- **Experience:** Four (4) years experience related to the above described duties.

  **Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

- **Licensure:** A valid driver’s license.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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