JOB DESCRIPTION

Manager of Technical Services - MSBDC

Definition of Class
This is a supervisory position in which the incumbent manages and coordinates all aspects of the Mississippi Small Business Development Center Technical Services. The incumbent assists in providing clients access to all forms of published technical information and the services of technical consultants; assists individuals and firms in commercializing a product or an idea; trains personnel in technology transfer skills; and monitors the operation of the Management Information System. The incumbent is under the supervision of the Associate State Director.

Examples of Work Performed
Provides access to all forms of published technical information by developing relationships with outside entities for dissemination, developing a database of technical expertise available to clients and publishes this database periodically in a directory form, developing a list of technical periodicals, books and other documents and building a library at the State office to serve as a resource for the MSBDC Network.

Coordinates the search and procurement of technical consultants, by developing relationships with technical experts to supplement counselor skills and becoming actively involved with or organizations on the national and state level.

Assists inventors and high technology firms in determining how to research, develop, and market their ideas and inventions; and whether to manufacture, license, or sell a product or process. Assists with federal technical grant applications and innovation projects.

Facilitates the transfer of technology and technical data from public to private sector by developing relationships with personnel at federal and university research laboratories and becoming acquainted with resources at private institutions and universities to which small businesses would have access.

Conducts training workshops to educate SBDC directors and counselors in updating their technical assistance skills, by determining their level of knowledge of technology programs and developing education programs for the personnel in the area of technical evaluation, client qualification assessment, commercialization analysis, case management, and intellectual property.

Manages the day to day operations of the MIS system, including the maintenance and upgrading of the system as well as trouble shooting when problems occur.

Directs the installation, maintenance and operation of an internal local area network, including an electronic mail system and an interactive computer network between subcenters and makes recommendations for purchases, including negotiating with suppliers across the MSBDC Network.

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. Provides access to all forms of published technical information by developing relationships with outside entities.
2. Coordinates the search and procurement of technical consultants.

3. Facilitates the transfer of technology and technical data from public to private sector.

4. Conducts training workshops.

5. Directs the installation, maintenance, and operation of an internal local area network.

**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; talk and hear; use hands to finger, handle or feel objects; and reach with hands and arms. The incumbent is occasionally required to stand; and walk.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited four-year college or university.

  AND

- **Experience:** Ten (10) years of 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.

**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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