

# MT. SAN ANTONIO COLLEGE JOB DESCRIPTION

Job Title:	Small Business Development Center Assistant	Range:	A-71
Date Revised:		Date Approved:	3/13/02

(Temporary, Specially funded position)

## PRIMARY PURPOSE

This position is responsible for performing a wide variety of comprehensive, complex, and specialized administrative duties to support various functions related to the Small Business Development Center and managing office functions to assure efficient operations.

## ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Coordinates and organizes the day-to-day activities of the Small Business Development Center with satellite locations to ensure efficiency of operations; assists in the implementation of the goals and objectives of the program; implements policies and procedures.
2.	Performs advanced administrative duties independently related to the Small Business Development Center; reads and interprets funding agency's requirements to assist in proper grant implementation and management; review contracts for compliance with funding agencies requirements.
3.	Assists in the compilation and preparation of program budgets; monitors expenditures and income; process budget transfers in compliance with funding agency requirements; responds to inquiries regarding financial issues; prepares and maintains a variety of spreadsheets; prepares expenditure and progress reports as required by funding agencies; researches and resolves discrepancies.
4.	Interviews and determines prospective client needs; informs client of available Center resources; refers client to appropriate staff and services for help with new business startup or an existing business in distress.
5.	Plans, organizes and attends meetings; maintains calendar of activities, events and special meetings; schedules appointments and meetings; prepares meeting agenda and materials as required.
6.	Maintains a variety of files and complex records related to grants and specially funded programs and projects; orders supplies and equipment, and prepares purchase requisitions.
7.	Composes and prepares correspondence independently; formats presentations and reports; develops and revises schedules and forms; compiles and prepares complex and difficult statistical and narrative reports from a variety of sources; greets visitors and directs to appropriate personnel; initiates and answers telephone calls; screens and directs calls; receives, opens, prioritizes, and routes mail; distributes promotional materials.
8.	Trains and provides work direction and guidance to others as directed.
9.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
10.	Performs related duties as assigned.

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### **OTHER FUNCTIONS**

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### **WORKING RELATIONSHIPS**

The Small Business Development Center Assistant maintains frequent contact with various departments and personnel, faculty, students and the public.

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### **EDUCATION AND EXPERIENCE**

A.A. degree in accounting or related field and/or 2-4 years related experience

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives  
Knowledge of applicable sections of State Education Code and other applicable laws  
Knowledge of organization, policies, and rules of assigned department or program  
Knowledge of modern office practices, procedures and equipment  
Knowledge of record-keeping techniques  
Knowledge of basic bookkeeping procedures  
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary  
Knowledge of various computer software applications  
Ability to interpret, apply and explain rules, regulations, policies and procedures  
Ability to make arithmetic calculations quickly and accurately  
Ability to operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to plan, organize and prioritize work  
Ability to work independently with little direction  
Ability to complete work efficiently with many interruptions  
Ability to work confidentially with discretion  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, both orally and in writing  
Ability to understand scope of authority in making independent decisions  
Ability to review situations accurately and determine appropriate action according to established guidelines  
Ability to establish and maintain effective working relationships with others

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### **SPECIAL REQUIREMENTS**

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### **WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.

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