



Job Classification Description

SBDC Assistant Director for Agribusiness Non-Bargaining Unit

**Grade 14
Exempt**

BASIC FUNCTION

To assist the Director of the SBDC to develop a statewide network of assistance to agricultural producers and Related businesses. To coordinate the efforts of other SBDC counselors to work with agricultural producers in their respective regions. To develop statewide training and development programs for agricultural producers. To be the lead person from the SBDC to work with other local, state, and national programs that offer programming and assistance to target businesses. To assist with the acquisition of funding from state, national, and private organizations to support the SBDC's work in this sector.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Work with a SBDC statewide team and related, statewide organizations to develop and market training and support services to meet the needs of statewide and regional business and farm owners.
- Provide counseling and technical assistance in areas of financing, bookkeeping, accounting, marketing, management and exporting to small business owners and perspective owners in both the agriculture and non-agriculture sectors.
- Plan, identify, coordinate and provide training programs through community and statewide business experts in agriculture and nonagricultural fields.
- Respond to inquiries by providing information, researching and locating resources to assist with a wide range of business-related issues and concerns.
- To build a partnership with technical assistance providers in agricultural to develop a network of support resources in the agriculture sector.
- Serve as a key leader for SBDC activities in the region by providing information and referral services to business people about the agencies and organizations available for assistance.
- Serve as the key leader for SBDC activities statewide in the agriculture sector by providing information and referral services both within the SBDC and to affiliated partners across the state.
- Maintain records and produce reports relative to program activities, goals and objectives.
- Establish network operations and promote SBDC program objectives in conjunction with the Vermont Small Business Administration as well as other state and national organizations that work in the agriculture industry.
- Work with the SBDC Director and other Business Specialists to develop and provide training and conference programs to support the statewide small business community, the agriculture community, and related industries.

Burlington ♦ Montpelier ♦ Randolph ♦ Center ♦ Rutland ♦ Springfield ♦ St. Johnsbury ♦ White River Junction ♦ Middlebury ♦ Bennington ♦ St. Albans ♦ North Hero ♦ Morrisville ♦ Wilder ♦ Brattleboro

- Perform regional public relations activities to promote and market the traditional services available through the SBDC as well as statewide public relations for our work with agriculture.
- Serve on a variety of committees and with other business related functions to interact and communicate with various organizations for the benefit of the small business community
- Represent the SBDC on statewide committees with the interest to provide services and training to ag-related businesses.
- Stay abreast of current developments and trends in the field of small business in rural states as well as ag-finance, planning, marketing, and management.
- Discover and secure funding as appropriate and feasible for the VtSBDC technology program. This may be by contracting with other organizations, securing grants, gaining appropriation or fee-for service activities not falling within the definition of counseling. Manages external funding contracts.
- Perform other related duties as assigned by the Director.

SUPERVISION RECEIVED

General supervision is received from the Director of the Small Business Development Center Program.

MINIMUM QUALIFICATIONS

Masters degree in Administration or other appropriate discipline, plus five to seven years business experience or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad-based knowledge and experience in business and industry.
- Specific knowledge and experience in a variety of agri-businesses.
- Experience planning and delivering business training programs.
- Demonstrated experience of the ability to form coalitions of groups to work toward common goals.
- Strong oral and written communication, planning, organizational and business management skills.
- Ability to communicate and deal effectively with and represent the program to the business community, and a wide range of individuals on a statewide basis.

12/07