

Job Code: 10220
Job Title: Small Business Development Analyst
FLSA: EX
Pay Grade: 113
Effective Date: 10/07/2017
Revised Date: 10/12/2018, 10/07/2017

JOB SUMMARY

Provides analysis and research in support of small business development programs and initiatives.

SCOPE/DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Small Business Development Analyst Senior in that it performs fully-proficient professional level direct assistance to small business clients that requires independent evaluation and analysis of issues and judgment to select and apply standard techniques, procedures and criteria to resolve problems and make recommendations. This classification may occasionally serve as a project lead or lead over non-exempt staff and may supervise assigned non-exempt staff. This classification is further distinguished from the Small Business Analyst Senior in that the latter serves as a subject matter expert (as designated by the District) and the work performed has broad district-wide impact such as assisting with budget development, planning training and seminars, conducting workshops, and assessing and counseling small businesses about performance improvements. The Small Business Development Analyst Senior handles the most complex analysis and issues where considerable judgment, tact, discretion and initiative are required to resolve problems and make recommendations. The Small Business Development Analyst Senior routinely leads project teams and/or staff of the same or lower levels on an ongoing basis and may supervise both assigned exempt and non-exempt staff.

SUPERVISION EXERCISED

May occasionally lead project teams and/or staff of the same or lower levels on an ongoing basis and may supervise assigned non-exempt staff

SUPERVISION RECEIVED

Receives general supervision and is expected to prioritize work to meet deadlines and to keep the supervisor informed of any unusual or irregular issues that would impact achievement of a deadline, a District policy or procedure or in consideration of risk management.

ESSENTIAL DUTIES

(This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department).

- Plans, organizes, and assigns the work of staff if serving as a lead worker; plans, organizes, assigns, supervises, reviews and evaluates the work of staff if assigned supervision



Job Code: 10220

Job Title: Small Business Development Analyst

- Participates in hiring, discipline and termination activities if assigned to supervision
- Meets with small business owners and prospective owners to gather information on business operations; conducts and analyzes independent research to supplement client information
- Formulates recommendations to enhance client business; develops and prepares content, reports and written summaries for clients
- Conducts workshops and training events
- Tracks progress and achievement of business goals
- Promotes Small Business Development Center (SBDC) services
- Provides information and technical assistance regarding applicable laws, policies, rules and regulations
- Researches industry standards, trends, best practices and emerging technologies and makes recommendations for implementation
- Performs other duties as assigned

KNOWLEDGE OF

- Principles and practices of small business operations, including financial and operating control systems
- Interviewing and counseling techniques
- Trends in business organization, management, local economics and local business community needs
- Principles and methods of qualitative and quantitative research
- Principles and applications of critical thinking and analysis
- Spreadsheet application techniques
- Business math concepts
- Principles and practices of written and statistical reporting methods
- Techniques and methods of tracking progress and results
- Decision making processes
- Principles and practices of program administration and management
- Best practices, trends and emerging technologies
- Modern budget administration practices
- Principles and techniques of effective oral presentations
- Applicable federal, state and local laws, codes, regulations (based on assignment)
- Customer service principles
- Specialized equipment relevant to area of assignment
- Modern office technology



Job Code: 10220

Job Title: Small Business Development Analyst

SKILL IN

- Interpreting, monitoring, manipulating and reporting financial information and statistics
- Gathering data, analyzing findings, applying logic and reason and formulating recommendations
- Understanding complex business problems
- Eliciting and summarizing highly sensitive information using interviewing and counseling techniques
- Collaborating in a team environment
- Exercising and maintaining confidentiality
- Authoring reports, documents and presentations
- Compiling, sorting and articulating issues and recommendations
- Researching industry trends, solutions and best practices
- Analytical thinking and problem-solving
- Proofreading and error correction
- Reconciling data and recognizing and correcting errors
- Business math computations
- Providing attention to detail in assignments
- Organizing and maintaining records and files
- Coordinating deadlines and prioritizing competing demands
- Interpreting and applying applicable laws, codes, regulations and standards (based on assignment)
- Providing customer service
- Utilizing a computer and relevant software applications
- Utilizing communication and interpersonal skills as applied to interactions with coworkers, supervisors, the general public and others to sufficiently exchange or convey information and to receive work direction

MINIMUM QUALIFICATIONS

Training and Experience

Bachelor's Degree from a regionally accredited institution in business administration or related field and two years of small business ownership, business development, economic development or directly related experience.

OR

An equivalent combination of the conferred degree and directly related full-time work experience



Job Code: 10220

Job Title: Small Business Development Analyst

as described above sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation, may be considered.

Special Requirements

Licenses, Registrations, or Certifications: Possession of a valid State of Arizona Class D Driver's License may be required for some assignments.

Preferred: None.

ADA AND OTHER REQUIREMENTS

Positions in this class typically require: fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Working Conditions: Work is routinely performed in an indoor, office environment.

<p>This job classification description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.</p>
--