



Position Title: Project Director
Reports To: Director
Department: SBTRC
Prepared By/Date: Jennifer C. Brito/5-20-2009
Approved By/Date: Pedro Carasquilla/05-20-2009
Revised:

Job Code: 0701-01
Job Group: PENC
Salary Grade: 14
FLSA Status: Exempt

Summary:

The Project Director for the Small Business Transportation Resource Center (SBTRC) will assist in establishing and directing a USDOT OSDBU- sponsored Small Business Transportation Resource Center. The goal of the SBTRC is to promote greater opportunities for small business in the southeast region by providing a network of support an assistance so that small businesses are better able to compete for, regionally to best use resources to accomplish the goals of the DOT OSDBU and the SBTRC and will provide technical assistance/ financial and business training programs.

Essential Duties and Responsibilities:

- Plans, implements, directs, evaluates and reports SBTRC Program daily operations
- Manages SBTRC Program communications including web site content and media releases
- Implements procedures to ensure that all SBTRC Program services are accessible through out the region
- Creates and maintains a network of regional representatives that can assist in program activities and evaluation including recruiting member for an advisory board, planning meetings and conducting assessments
- Serves as the primary liaison between MDC's SBTRC and the DOT's OSDBU, local transportation authorities, and regional small business, minority business and transportation related agencies and organizations
- Develops and delivers electronic presentations and workshops
- Represents the College and SBTRC at related conferences, conventions and meeting
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Working knowledge of small business resources and department of transportation contract guidelines preferred

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands

and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree and one (1) years experience, or Bachelor's degree with five (5) years experience
- Project management experience, including staff supervision

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name