



The Klamath Tribes
501 Chiloquin Blvd./P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 03/05/18
CLOSE: 03/29/18

EXEMPT
NON-EXEMPT

POSITION DESCRIPTION

POSITION: SMALL BUSINESS DEVELOPMENT SPECIALIST

RESPONSIBLE TO: Education & Employment Department Director

SALARY: GS-7 \$34,137 - \$44,371 Annual/Full Benefits
GS-8 \$37,810 - \$49,615 Annual/Full Benefits
GS-9 (Only for employees with 10+ years of service)

This a grant funded position.

Starting salary will be determined by funding, experience and training level and normally is not above the first grade, mid-step range.

CLASSIFICATION: Non-Management, Full-Time, Regular

LOCATION: The Klamath Tribes
Education & Employment Department
501 Chiloquin Blvd.
Chiloquin, OR 97624

INTRODUCTION

Under the general supervision of the Education & Employment Department Director, the Business Development Specialist serves to provide business start-up and development training and services to Klamath Tribal Members including but not limited to, business advisement or technical assistance, computer access to business software and provide business related printed materials. This employee will provide local assistance to clients through the teaching of courses for entrepreneurs in a variety of areas, to include but not limited to, credit improvement,

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business plan, feasibility studies, reporting and grant research in identifying sources of financing to begin or expand small business/microenterprises, financing basics, provide on-going counseling services to entrepreneurs and how to seek credit, complete credit and finance forms on request. The SBDS will seek to contract specialty training services with outside entities in areas unique to a field.

MAJOR DUTIES AND RESPONSIBILITIES

1. Responsible for maintaining, planning, developing, marketing, organizing and execution of the Small Business/Micro-Enterprise Training and Development Project.
2. Provide assistance to clients utilizing the program, including but not limited to, technical assistance with computers, computer programs, and the business library.
3. Maintain a central computerized filing/data base system on client services provided to small business/ micro-enterprise entrepreneurs.
4. Provide technical assistance to tribal members in the development of individual business plans, or, be able to refer to existing agencies that can provide such service.
5. Through established educational protocols of the Department provide technical assistance or training for statistical data and guidance on credit matters related to the Tribal Member enterprise. Propose possible methods of determining financing, estimated costs, returns on investment, marketing and financial technical assistance.
6. Assist in the evaluation of economic analysis, and surveys of local surrounding communities, to determine potential or reaction to various proposed small business or micro enterprise projects.
7. May act in the capacity of a liaison for tribal members seeking, corresponding and communicating with financial institutions regarding economic opportunities or assigned projects.
8. May advise and/or assist tribal members in preparing reports, completing loan and grant applications and business profit/loss evaluation.
9. Work cooperatively with staff, local community agencies outside the Tribes, and Department contractors to accomplish work activities.
10. Will be expected to drive due to the nature of the position and networking with community agencies, business and the various sites of training clients.

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11. Prepare quarterly, annual and written program reports as required by supervisor. May be required to provide oral program updates.
12. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Basic knowledge of or ability to learn the functions of each department, bureaucratic and political processes and structure of the Klamath Tribes.

Knowledge of economic and business development, loan programs, accounting, record keeping, financial procedures and alternative approaches to small business/micro-enterprise.

Knowledge of statistical analysis principles and techniques.

Knowledge of economic and business data sources/real estate practices, financial process, location, validity, accessibility and use in completing economic and business studies.

Knowledge, skill, and ability to utilize and train individuals in a variety of topics centered on small business and/or micro-enterprise.

Skilled in establishing good public relations and using strong interpersonal skills. Demonstrating tact, diplomacy and mature judgment. Ability to work cooperatively with tribal staff, other tribal and non-tribal organizations

Skilled in providing training or presentations to individuals as well as groups.

Ability to assist and/or instruct clients possessing varied skill levels with word processing, spreadsheets, accounting programs and software applications.

Ability and skill necessary to perform financial, marketing, and management research.

Ability to communicate effectively, orally, as well as written, to provide clear and precise correspondence, reports, instruction, etc.

Ability to learn new computer programs to effectively accomplish work assignments.

Ability to plan, develop, and implement an organized flow of various processes required for the development of a project.

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Ability to function effectively under pressure of time and/or demands of several tasks at the same time.

SUPERVISORY CONTROLS

The Education & Employment Department Director is the general supervisor.

The Director provides broad instructions as to assignments, time frames, and priorities. The employee carries out the assignments, coordinating with others as necessary, resolving most of the conflicts that arise. The employee will keep the director informed of progress, unanticipated resource needs and issues likely to impact other organizational units. Recommendations are viewed from the standpoint of feasibility and compatibility with related projects. Progress is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, and compliance with Tribal/Federal/State laws, regulations, policies, and procedures.

QUALIFICATIONS, EXPERIENCE, AND EDUCATION

- BA/BS Degree in Business Administration or related field, preferred; **OR** an equivalent combination of education/ experience equal to four (4) years, **REQUIRED**. *(Copy of degree or transcripts must be submitted with application, if you want it to be considered.)*
- A minimum of one (1) year work experience in economic/business development, marketing, and finance, **REQUIRED**.
- Computer experience using MS Office Suite software (Power Point, EXCEL, ACCESS, Word) and the use of the internet, **REQUIRED**.
- Demonstrated experience teaching or giving presentations to groups, preferred.
- Must possess a valid Driver's License, have a good driving record and be insurable by the Klamath Tribes. Must obtain and maintain a valid Oregon Driver's License within initial 90-day probationary period as a condition of employment, **REQUIRED**. *(Copy of valid DL must be submitted with application.)*
- Must submit to and clear an alcohol/drug screen test, **REQUIRED**. *(Employment will be contingent upon clearing the required alcohol/drug screening test.)*
- Must submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for any traffic, misdemeanor or felony crimes, **REQUIRED**.

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- Must accept the responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters. In addition, the Oregon Revised Statutes (ORS) 419B.010 identifies this position as having the duty to report child abuse, **REQUIRED**.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference)*

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURES

Submit a Tribal ***Application for Employment*** with all requirements and supporting documentation, and a recent writing sample to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a tribal application, or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

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