



**WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY**

**Small Business Development Center
Director**



Recruitment Packet



Solano County

With a mix of rural and suburban lifestyles and conveniently equidistant between San Francisco and Sacramento, Solano County (population approximately 450,000) is home to rolling hillsides, waterfronts and fertile farmland. County residents and visitors enjoy quality of life attributes within the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo as well as unincorporated County areas; year-round outdoor recreational activities like fishing, boating, water skiing, hiking and biking; and easy access to the San Francisco Bay Area, Lake Tahoe region and the Napa and Sonoma Valleys. Solano County's mild climate, open space, proximity to lakes, rivers and mountains, makes the County an exceptional community to live, learn, work and play.

With its location, affordable housing, natural and human resources, and a history of responsible land use planning, Solano County has a promising future and unique opportunities for the future. The America's Promise Alliance has affirmed this fact five times, naming Solano County one of the 100 Best Communities for Young People – the only California community with this distinction. Solano County is home to Travis Air Force Base, numerous museums, well known businesses as Jelly Belly Candy Company, multiple parks throughout the region, and several wineries.



About the Solano WDB

The Workforce Development Board (WDB) of Solano County is a 501(c)(3) nonprofit organization that works to build and sustain a skilled workforce, support a vibrant economy, and create a shared prosperity for the community of Solano County. The WDB oversees federally-funded workforce services through the Workforce Investment and Opportunity Act (WIOA) of 2014 on behalf of Solano County. Services include the American Job Center of California System and intensive programs to support the talent development of the county. This work includes planning and policy development, and alignment of workforce services in partnership with businesses to develop an integrated, responsive, and robust workforce system that meets the needs of both businesses and job seekers. The WDB is located on 500 Chadbourne Road Suite A in Fairfield, California.

Our Mission: To provide job placement and job training services to improve the quality, competitiveness, and productivity of the workforce.



About the Solano-Napa Small Business Development Center (SBDC)

The SBDC provides small business owners and entrepreneurs in both Solano and Napa Counties with the highest quality, confidential business counseling, training, and business research at no cost.

The Solano-Napa SBDC provides business support via expert business advising, an expansive array of training options, business roundtables for business owners, and much more.



Position Summary

The **Small Business Development Center (SBDC) Director** manages and directs the functions of the SBDC in Solano & Napa County, hosted by the Workforce Development Board of Solano County. The role involves planning, organizing, and coordinating small business development activities across Solano and Napa Counties. The Director will oversee program operations, assist in developing policies, and manage both internal and external contracting functions. Additionally, the Director will handle budget planning, ensure the program meets performance objectives, and maintain compliance with the regulations of the Small Business Administration (SBA) and SBDC NorCal. The role also includes managing staff, facilitating partnerships, and promoting SBDC programs to the business community.

Compensation

The pay range for this position is **\$114,607.83 to \$143,132.00** annually. The starting pay rate will be determined based on the experience and qualifications that you bring to the position.

Minimum Qualifications

A bachelor's degree from an accredited four-year college or university with a major in Public Administration, Business Administration, Economics, or a closely related field. Master of Business Administration (MBA) preferred. At least five (5) years of increasingly responsible experience in the development, implementation, and administration of small business programs. Of those, at least four (4) years must be in a mid-management or administrative role. Must have at least four (4) years of experience supervising professional or technical staff.

The Ideal Candidate

The ideal candidate for the SBDC Director role will demonstrate strong leadership and vision, with a solid background in small business growth and development. They should have experience in both managing teams and advising businesses, particularly in entrepreneurial environments. A deep understanding of the needs of small businesses in Solano and Napa Counties is preferred, along with the ability to build and sustain partnerships with key stakeholders, including economic development entities. The candidate should possess excellent communication skills, both written and oral, and be comfortable presenting to groups. They should also have the ability to identify problems, develop solutions-based approaches, and manage multiple programs and contracts effectively. A proactive, entrepreneurial mindset is critical to succeed in this role.



Benefits Package

The WDB provides a wide range of excellent benefits including the following:

Retirement: Employees are eligible to start contributing immediately towards their retirement. The WDB provides a salary match of 3% after the employee has worked for 1 year and 1,000 hours.

Medical Insurance: The WDB pays 100% of employee premium costs at the Kaiser Permanent Gold level plan. The WDB also offers coverage under Sutter Health and Western Health Advantage. The WDB pays 25% of medical insurance premiums for employee's eligible dependents.

Dental Insurance: The WDB pays 100% of employee premium costs and 50% of any eligible dependent premium costs.

Vision Insurance: The WDB pays 100% of employee premium costs.

Life Insurance: The WDB pays premium costs for \$15,000 life insurance policy for employees. The WDB also offers employee-paid buy-up options and additional plans.

Flexible Spending Account: The WDB provides Flexible Spending Accounts for Health Savings Accounts and Dependent Care.

Holidays: The WDB currently provides 12 paid holidays a year.

Paid Time Off: The WDB provides vacation accruals starting at 3.08 hours per pay period for newly hired employees that starts accruing at time of hire and can be utilized after the completion of the probationary period. The WDB provides sick time at an accrual rate of 3.69 hours per pay period and can be utilized as it accrues. The WDB also provides 32 hours of floating holiday time to employees at the start of each fiscal year, as well as 64 hours Admin Leave.



How to Apply:

Go to our Website: www.solanoemployment.org and click on
“Careers”

Or

Email your resume and cover letter to our Human Resources
department: hr@solanowdb.org

Questions:

Please contact our Human Resources department with any
questions and assistance with your application: hr@solanowdb.org
or (707)863-3548