



UNCLASSIFIED

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or Human Resources office.

1. Agency Name Kansas Department of Commerce		9. Position # K0240270	10. Working Title Program Manager-Small Business		Agency Number 300	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Program Manager				
3. Division Business Development		12. Proposed Class Title (if requesting reallocation)				
4. Section Office of Small Business		For use by Human Resources Office	13. Allocation			Position Number K0240270
5. Unit Office of Small Business			14. Effective Date	13a. FLSA Status ☒ Non-exempt ☐ Exempt		
6. Location (address where employee works) City: Topeka County: Shawnee			15. By	Approved		
7. (check appropriate time) ☒ Full time ☐ Reg. ☐ Part time (%) ☒ Temp.			16. Audit Date: By: Date: By:			
8. Regular hours of work: From: 8:00am To: 5:00pm			17. Audit Date: By: Date: By:			

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Laurie Pieper	Director	K0244101

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Laurie Pieper	Director	K0244101

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Work is performed under administrative direction with latitude for exercising professional judgement. The incumbent's responsibilities involve planning, developing, and organizing phases of work necessary for completion of projects and implementation of programs with approval of the Office of Small Business Director or Deputy Secretary of the Department of Commerce and provided that the work does not conflict with agency, state, or federal policies, procedures, or guidelines. Assignments may be given by the Office of Small Business Director or Deputy Secretary of the Department of Commerce.

21. Describe the work of this position using the page or one additional page only. Use the following format for describing job duties:

What is the action being done (use an action verb); **to whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number each task and indicate percent of time and identify essential (E) or marginal (M) functions.

1. 50% E Business Readiness and Capacity Building Programs
 - Develop and implement training and technical assistance programs focused on business readiness for government and corporate contracting and capacity building for larger contracts
 - Develop and lead initiatives that create government and corporate procurement opportunities for small businesses and create clear pathways for small businesses to secure contracts
 - Develop and implement training and technical assistance programs focused on business readiness for new markets and capacity building for market expansion or diversification
 - Promote Kansas business certifications to Kansas businesses
 - Manage certifications under the Made in Kansas Program
2. 20% E Leadership Support
 - Participate in internal and external engagement opportunities with businesses, entrepreneurship support organizations, business community organizations, and key industry sectors, such as those involved in critical supply chains and those that are vital to the state economy
 - Support internal and external communications related to office initiatives and programs
 - Support collaboration between the Office of Small Business and other teams at Kansas Department of Commerce
 - Assist with management of grants
 - Help identify opportunities for development of the state's small business and entrepreneurship ecosystem
 - Provide support for events organized by the Office of Small Business
3. 15% E Small Business Engagement
 - Answer emails and phone calls from small businesses seeking assistance
 - Meeting with small businesses on an as-needed basis
 - Outreach to small businesses
4. 10% E Capital Access & Financial Resource Development
 - Expand funding and capital access opportunities for Kansas small businesses and entrepreneurs to support business startup, sustainability, and growth
 - Develop and implement training programs for businesses seeking funding
 - Partner with financial institutions to ensure equitable access to lending for small businesses
5. 5 % E Other Duties as Necessary

***Some or all duties may be altered in response to a disaster or large-scale emergency. This may include temporary reassignment to another work unit, division, state agency or physical location. ***

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- ☐ Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- ☒ Plans, staffs, evaluates, and directs work of employees of a work unit.
- ☐ Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

23. Which statement best describes the results of error in action or decision of this employee?

- ☐ Minimal property damage, minor injury, minor disruption of the flow of work.
- ☐ Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- ☒ Major program failure, major property loss, or serious injury or incapacitation.
- ☐ Loss of life, disruption of operations of a major agency.

Please give examples.

Errors in actions or decisions by the incumbent can result in failure of entrepreneurs to start businesses, failure of small businesses to be sustainable and resilient, loss of businesses from the state, and failure of small businesses to grow, be successful and contribute to the economy of the State of Kansas.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Considerable contact is made with legislators, government agencies, local economic development groups, entrepreneurship support organizations, Small Business Development Centers, Minority Business Development Centers, institutions of higher education, private sector organizations, businesses, general public, and Commerce personnel.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Normal everyday hazards or discomforts typical of office exist. The incumbent is required to travel in and out of state.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Personal computer with Microsoft Office Products (Word, Excel, PowerPoint) telephone used daily.

PART III - To be completed by the supervisor or Human Resources office

27. A. List the Minimum Requirements (minimum qualifications) as stated in the state's official Class Specification. If the Class Specification has a "substitution statement", it must be replaced by whatever the agency deems to be an acceptable substitution (see the HR office for assistance). If no substitution is acceptable, then the substitution statement must be deleted.

Minimum Requirements/Qualifications:

Six years of professional experience in small business development, entrepreneurship support, economic development, procurement, commercial lending or alternative financing, international trade, innovation, business management.

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- B. List any Preferred Qualifications that a well-qualified candidate (or incumbent) should have.

Preferred Qualifications:

Experience in project management, leadership, grant management, familiarity with Salesforce, and/or the use of platforms to support business management.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Signature of Supervisor

Date

Signature of Appointing Authority

Date