

JOB DEVELOPER I

DISTINGUISHING FEATURES OF THE CLASS: This is interviewing and technical work involving a responsibility for establishing and maintaining work relationships with local employers, business organizations and community organizations in developing job opportunities and arranging the direct placement of participants matching the job skills with applicant's qualifications. The work is performed under the general supervision of a higher-level administrator and work guidance (e.g., lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Interviews participants and evaluates intake forms to establish skill level and work history;
Designs and develops employability plans to meet specific needs and goals;
Develops and maintains a pool of qualified participants and job placement opportunities;
Contacts potential employers to develop and promote job opportunities;
Visits work sites in order to address any employment related issues and to verify wages, working conditions, hours worked, etc.;
Develops program curriculum and implements workshops focused on improving workforce readiness skills, resume writing, interview preparation, completing employment applications, etc.;
Answers phone and written inquiries pertaining to agency functions or services;
Prepares and maintains a variety of documents, letters, reports and advertisements promoting department program activities and special projects;
May present at various group meetings to explain program objectives;
May utilize computer applications or other automated systems, such as spreadsheets, word processing, calendars, e-mail and database software in performing work assignments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of general rules and regulations with reference to employment programs; good knowledge of interviewing techniques; good knowledge of the principles and practices of employment counseling, providing support and resolving employment related issues; ability to prepare written material and reports; ability to advise and interact with others; ability to establish and maintain cooperative relationships with others; ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher and one (1) year of work experience directly engaged in employment interviewing, employment counseling, job placement, job development or related field.

NOTE: Graduation from high school or possession of an equivalency diploma plus additional years of the required work experience may be substituted for the college degree on a year-for-year basis.

SPECIAL REQUIREMENT: Possession of a valid driver's license or accessibility to transportation to complete field assignments in a timely and efficient manner.