

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Job Developer

DEFINITION

Under direction, establishes and maintains activities to develop, locate, and secure job openings for students and adults in Regional Occupational Program (ROP), Workability, Sacramento Community Based Coalition (SCBC), and other related programs; markets programs and coordinates job resource bank. Performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate department or school administrator

SUPERVISION OVER

None; however, may assign work and provide technical direction to participants and program staff.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Job Development/Employer Support

Initiates and maintains ongoing personal contacts with a variety of business and industry representatives and job placement/training agencies to promote programs for participant placement; makes cold calls to potential employers; explains the benefits and employment support services provided by programs to employers, including addressing employer's special needs; researches newspapers, agencies, and other resources for job leads; locates jobs for participants who have successfully completed training programs; collects data from employers related to job orders including job requirements and skills; matches job skills with applicant qualifications; refers qualified applicants to employers and conducts necessary follow-up when applicants are placed in positions; keeps updated regarding job fairs and Internet resources; researches various resume programs; participates in outreach and recruitment activities by coordinating and attending job fairs.

Program Support

Assists participants in assessing their job skills for positions; administers and scores standard career assessments; instructs in job seeking, application procedures, resume writing, interview preparation and job retention skills and attitudes; assists participants in preparing job search portfolio; provides job search/career information workshops and presentations; arranges for interviews; provides labor market and community resource information; monitors participant performance on the job and counsels participants when job performance is not satisfactory; works with participants to improve job performance and gain necessary job skills or reviews other employment options; maintains contact with employers during the participants' employment and reports results to appropriate staff; may drive participants to interviews, job fairs, and other organizations; prepares forms and reports related to placement activities; tracks participant activity and progress data; assists instructors in the collection of educational materials as requested.

Communications

Provides program information to various businesses, schools, chambers of commerce, and committees, and updates information as needed; sets up business orientations; maintains contact with and assists in researching client's problems, complaints or concerns; provides networking opportunities between agencies; assists in program presentations to the Board of Education; serves as a member of various committees as requested; assists in developing flyers, brochures and other methods to advertise job placement activities; coordinates and distributes information and materials for meetings; assists in planning meeting agendas; assists in meeting set-up; maintains current committee member lists for various committees; keeps current with trends and maintains updated labor market information by researching Web sites, attending meetings, maintaining contacts with various trade schools, and professional/community organizations that are involved in job placement/training activities.

MINIMUM QUALIFICATIONS

Education

Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position. College coursework with emphasis in oral and written communication skills is desirable.

Training and Experience

Any combination of training and experience which demonstrates ability to perform the duties as described; verified experience in job placement in either private or public agencies within the last four years; experience working with at-risk populations; experience in public relations and in technical writing is desirable.

Knowledge of

Methods and techniques of job development and client placement; current practices in vocational education; local labor market trends and employment opportunities in both the private and public sectors in the Sacramento metropolitan area; effective procedures in identifying and securing training sites for participants; private, local, state, and federal agencies involved in employment development and job placement programs; behaviors and needs of at-risk populations; available community resources and services; principles of marketing and public relations; basic research techniques; standard office software applications; various types of filing systems; English grammar, punctuation, and spelling.

Skill and Ability to

Effectively market and represent a program, its clients and services to employers; communicate effectively in both oral and written form; plan and make presentations to small groups including potential employers, business representatives, teachers, and program participants; assess the interests and aptitudes of participants; operate a variety of office equipment; use a computer to prepare documents and presentations, maintain various databases, and search for information on the Internet; utilize time management techniques to organize and prioritize work; work independently and meet timelines; coordinate a variety of projects simultaneously; interpersonal skills to work cooperatively and effectively with individuals and groups; interact with students and adults from different cultural and socioeconomic backgrounds; provide instruction and make presentations on resume preparation, job seeking, job retention, and interview skills; read, interpret, and apply rules and procedures.

Other Characteristics

Possession of a valid California driver's license.

Revisions approved by Personnel Commission 12/9/08

Revisions and new title approved by Personnel Commission 7/20/05

Former title: ROP Job Developer

Revisions approved by Personnel Commission 3/23/99

Approved by Personnel Commission 9/94