

JOB DEVELOPER

CLASS SUMMARY

Under general direction, initiates contacts with private industry and the public sector for on-the-job training and to develop jobs for students who have completed vocational programs; provides information and training in job search skills for students in the California Works program; collects follow-up data on placement of students; performs related duties as required.

REPRESENTATIVE DUTIES

Initiates contacts with employers by phone and in person to identify and develop work opportunities for students; provides occupational information to students; identifies and analyzes job duties to match the students capabilities and training; assists in preparation of students resumes and applications as appropriate; present workshops, attend job fairs, assist students in filling out applications and writing resumes; screens and refers qualified applicants for employment vacancies; assists students with interviewing and job search skills; completes activity logs of all employer and student contacts; may direct daily job club activities; assists in maintaining placement files for students and collects follow-up data on all placements.

ORGANIZATIONAL RELATIONSHIPS

This classification reports to the designated manager/administrator and may lead and coordinate the work of clerical employees and student workers.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or experience equivalent to an Associate degree with course work in counseling, psychology, business and one year experience in employment interviewing and job placement or a related field.

Knowledge and Abilities

Good Knowledge of: the Internet and job databases such as JOBTRAK; local labor market information; job search skills; job development techniques; record keeping; various alternative programs (i.e., work study, work experience, internships).

Ability to: establish and maintain effective relationships with students and those contacted in the course of work; communicate effectively, both orally and in writing; be sensitive to students with special needs; work without close supervision; follow-up on leads on own initiative.

License or certification: valid California Motor Vehicle Operator's license.