CLASS TITLE:  JOB DEVELOPER

BASIC FUNCTION:

Under the direction of the Program Specialist, develop and coordinate employment activities; initiate contact
with employers; serve as a liaison with public and private employers to develop employment opportunities
for participants; assist individual clients with skills needed for successful employment; administer assessment
tests; determine eligibility for various programs.

ESSENTIAL FUNCTIONS:

Develop and coordinate employment activities; initiate contact with local employers to promote employment
activities; serve as a liaison with public and private employers to develop employment opportunities for
participants.

Recruit clients and employers; assist individual clients with skills needed for successful employment; provide
classroom employability and job retention skills training to participants; interview and administer assessment
tests; determine eligibility for various programs.

Match client qualifications to available employers; arrange and schedule interviews for clients; assist clients
with completing applications and employment forms; assist with the preparation of resumes and cover letters
as needed.

Monitor participant progress at work sites and in the classroom; conduct follow up and post employment
services with employers and participants in accordance with established timelines and procedures; prepare
and maintain case notes; drive a vehicle to conduct work.

Prepare and maintain a variety of records and files related to assigned activities and participants; prepare
and submit a variety of reports.

Provide outreach intervention services with community agencies; provide referrals to clients for child care,
transportation, personal counseling, continuing education, skills training and/or other services.

Communicate with school site administrators, staff and outside organizations to coordinate activities, resolve
issues and exchange information.

Operate a variety of office equipment including a computer and assigned software.

Attend a variety of meetings; prepare and deliver presentations as requested.

Perform related duties as assigned.
DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Policies and objectives of assigned program and activities.
- Employment opportunities in the community.
- Basic interviewing and advisement techniques.
- Modern office practices, procedures and equipment.
- Record-keeping and report preparation techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer and assigned software.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Basic public relations techniques.
- Telephone techniques and etiquette.
- Basic public speaking techniques.

ABILITY TO:
- Develop and coordinate employment activities.
- Provide classroom employability skills training to participants.
- Research and locate employment opportunities for clients.
- Conduct follow up and post employment services with employers and participants.
- Learn, interpret, apply and explain applicable laws, codes, rules and regulations.
- Prepare and maintain records and reports.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of office equipment including a computer and assigned software.
- Work independently with little direction.
- Plan and organize work.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Meet schedules and time lines.
- Maintain consistent, punctual and regular attendance.
- Move hands and fingers to operate a computer keyboard.
- Hear and speak to exchange information and make presentations.
- Sit or stand for extended periods of time.
- See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: Graduation from high school and two years advanced educational training and/or related experience involving frequent public contact and record-keeping.
LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver’s license.
Personal transportation for job-related travel.

WORKING CONDITIONS:

ENVIRONMENT:
Office and classroom environment.
May drive a vehicle as needed.