

Sacramento County Office of Education Job Description

Classification Title: Job Developer

DEFINITION

Under direction, establishes, and maintains activities to develop, locate, and secure job openings for Sacramento County Office of Education (SCOE) students; markets programs and coordinates job resources; performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate 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 and relationships 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 digital and print media, agencies, and other sources for job leads; 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 on job fairs and online resources; utilizes existing resume and cover letter building programs; participates in outreach and recruitment activities by coordinating and attending job fairs.

Program Support

Assists participants in assessing job skills; administers, scores, and assists students with standard career assessments; instructs in job seeking, application procedures, resume writing, interview preparation, job retention skills, and workplace readiness; assists participants in preparing job search portfolio; provides job search/career information workshops and presentations; as needed, assists with arranging student transportation to interviews and appointments; provides labor market and community resource information; monitors participant job performance 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 participant employment and reports results to appropriate staff; 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 and updates information as needed; coordinates business orientations; maintains contact with and assists in researching problems, complaints, or concerns; provides networking opportunities between agencies; 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 online, attending meetings, and maintaining contacts with various trade schools and professional/community organizations involved in job placement/training activities.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, 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 student populations with exceptional needs who face challenges to their academic and social success; experience in public relations and in technical writing is desirable; college coursework with emphasis in oral and written communication skills is desirable.

Knowledge of

Methods and techniques of job development and client placement; current practices in career technical 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 student populations with exceptional needs who face challenges to their academic and social success; available community resources and services; principles of marketing and public relations; basic internet research techniques; standard office software applications including videoconferencing platforms; various types of filing systems; English grammar, punctuation, and spelling.

Skill and Ability to

Effectively market and represent a program and services to employers; communicate effectively in both oral and written form with individuals from various cultural and socioeconomic backgrounds; plan and make presentations to small groups including potential employers, business representatives, teachers, and program participants; assess participant interests and aptitudes; operate a variety of office equipment; use a computer to prepare documents and presentations, maintain various databases, and search for information; utilize time management techniques to organize and prioritize work; work independently and meet timelines; work collaboratively; coordinate a variety of projects simultaneously; work cooperatively and effectively with individuals and groups; 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; willingness to travel locally using own transportation to conduct work assignments.

Revisions approved by Personnel Commission 6/13/23
Revisions approved by Personnel Commission 1/14/20
Revisions approved by Personnel Commission 12/8/15
Revisions approved by Personnel Commission 2/12/13
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