

# 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 SCOE students; markets programs and coordinates job resources; 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 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 Internet, newspapers, agencies, and other resources 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 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, scores, and assists students with standard career assessments; instructs in job seeking, application procedures, resume writing, interview preparation, job retention skills, and attitudes; assists participants in preparing job search portfolio; provides job search/career information workshops and presentations; arranges and transports students to interviews and appointments; 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; 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 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, 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 at-risk populations; experience in public relations and in technical writing is desirable.; 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.

**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 at-risk populations; available community resources and services; principles of marketing and public relations; basic Internet 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 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; work collaboratively; 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 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