

JOB DEVELOPER I

Definition:

Under close supervision, responsible for developing employer relationships for the purposes of promoting programs and services, job development, referrals and convening industry focused activities; and performs other related duties as required.

Distinguishing Characteristics

The Job Developer I is the entry level of the Job Developer flexible classification series. This position functions in a learning capacity, gradually assuming greater responsibilities as knowledge and skills are acquired. It is distinguished from the Job Developer II classification by its' limited scope and routine tasks performed.

Incumbents may be required to work a flexible schedule to include weekends and evening hours. Incumbents may also be required to travel extensively within and out of Kern County.

Promotion to the Job Developer II is considered on a merit basis and subject to the approval by the department head.

Essential Functions:

- Solicits and develops job leads through contacting employers face-to-face and by telephone to explain program benefits and requirements.
- Develops marketing tools that showcase the County's job training programs; makes presentations on programs and services to potential employers and community organizations.
- Evaluates participant's interests, education, and experience to determine possible program placements; need for further training; possible employment opportunities; and develops plans to further participant's entry into the labor market.
- Follows up on participants after placement in jobs to assist with any work related problems.
- Serves as a liaison with the community, local businesses, other public and private agencies, department staff, and partner agencies.
- Conducts labor market surveys to identify industry trends and to identify training and service needs.
- Conducts research to keep abreast of latest developments in assigned area of responsibility.
- Enters and retrieves a variety of data and information from case management and job development databases.
- Prepares, processes, and maintains a variety of records and reports.
- Attends meetings and training sessions.
- Operates a personal computer and related software and equipment.
- Interviews, screens and counsels program participants regarding employment barriers; and assists clients in developing resumes and interview skills, techniques and etiquette for employment interviews.
- Conducts workshops and classroom training sessions in areas such as job search and job skills.
- Performs other job related duties as required.

Employment Standards:

High School Diploma, G.E.D. or equivalent and two (2) years of education, training, and/or experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

Volunteer experience may be qualifying if confirmed in writing from a recognized organization.

Qualifying related work experience may include, but is not limited to, verifying documents to determine eligibility for benefits, social services and/or employment; assessing employer and participant needs; making referrals for services; interviewing clients, providing program information to the public and developing employer and community relationships.

Possession of a valid California Motor Vehicle Driver's License.

Knowledge of: basic socioeconomic principles; individual and group behavior principles; community resources; public relations principles; interviewing techniques; applicable local, state, and federal guidelines, regulations, laws, and programs.

Ability to: conduct interviews with potential clients; prepare and deliver presentations; read, comprehend, and explain regulations and procedures; resolve conflict; speak in public; record client information; maintain client files; communicate both orally and in writing sufficient to exchange or convey information and to receive work direction; establish and maintain work relationships; and operate a personal computer and associated software and equipment.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

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