YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

JOB DEVELOPER

DEFINITION
Under direction of the Program Administrator, establishes and maintains activities to develop, locate, and secure job openings for students in high school and college programs for students with moderate to severe disabilities in Regional Occupational Program (ROP), and other related programs; markets programs and coordinates job resource bank. Performs related duties as assigned.

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 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 newspapers, agencies, and other resources for job leads; locates jobs for participants who have successfully completed training programs when appropriate; collects data from employers related to job orders including job requirements and skills; matches job skills with applicant qualifications.

Program Support
Assists participants and teachers in assessing student job skills for positions; serves as job coach to 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; maintains contact with employers during the participants’ employment and reports results to appropriate staff; may drive participants to interviews, job fairs, and other organizations; 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, schools, chambers of commerce, and committees, and updates information as needed; sets up business orientations; maintains contact with and assists in researching client’s problems, complaints or concerns; provides networking opportunities between agencies; assists in program presentations to the Board of Education; 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.

MINIMUM QUALIFICATIONS

Education
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. High school diploma required.
Training and Experience
Any combination of 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.

Knowledge
Methods and techniques of job development and client placement; current practices in vocational education; local labor market trends and employment opportunities in both the private and public sectors and special needs; 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 and special education populations; available community resources and services; principles of marketing and public relations; basic research techniques; standard office software applications; various types of filing systems; English grammar, punctuation, and spelling.

Skill and Ability
Effectively market and represent a program, its clients 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; 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.

Physical Ability
Requires sufficient hand/eye coordination and manual dexterity to use keyboard at a basic rate (45 wpm); sufficient visual acuity to recognize words, letters and numbers; speech and hearing ability to carry on conversations in person and over the phone. Ability to reach and pull materials from files and shelves. Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects (up to 30 lbs.) on an intermittent basis. Occasionally frequent lifting, carrying, pushing and pulling of equipment; frequent twisting, reaching, stooping and bending.

Licenses and Certificates
Valid California Driver’s License and reliable transportation.

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03/22/10