

## **JOB DEVELOPER**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for the development of meaningful employment opportunities for public assistance recipients. The work is performed under the general supervision of the Employment Unit Coordinator with leeway provided for the use of independent judgment in developing jobs and in contacting and establishing working relationships with clients and potential employers. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Confers with area employers relative to employment needs and actively solicits area employers for job openings;

Interviews recipients and refers them to job opportunities as appropriate;

Refers clients to training programs and other agencies when necessary;

Assists in the development of long range employment goals that will lead to self-sufficiency;

When appropriate, writes TEAP contracts;

Conducts follow up contact, either by telephone or in person, with employers that hire recipients;

Provides vocational guidance;

Maintains records and prepares reports as necessary.

**FULL PERFORMANCE KNOWLEDGES SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of local business needs and operations; good knowledge of job training programs and educational opportunities in the area; working knowledge of on the job training and TEAP programs; ability to establish effective working relationships with potential employers and recipients; ability to develop jobs and match clients with employers; ability to prepare written reports; good judgment; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Two (2) years of college level study which equates to a minimum of sixty (60) semester credit hours; **OR**
- B High school graduation or possession of a high school equivalency diploma and two (2) years of full-time paid experience in a position whose functions included job development, vocational guidance, personnel placement or a closely related field; **OR**

C. An equivalent combination of A and B above.

ULSTER COUNTY

3750 JOB DEV

Classification: Competitive

Grade: 9

Union: CSEA

Adopted: November 22, 1988