

DEPARTMENT: SOCIAL SERVICES
CLASSIFICATION: COMPETITIVE
APPROVED: JULY 23, 2015

JOB DEVELOPER

DISTINGUISHING FEATURES OF THE CLASS: This is creative work with the responsibility for contacting area employers in the private and public sectors of Niagara County to establish employment opportunities for clients enrolled in employment programs. Incumbents conduct on-site, personnel interviews with any and all prospective employers in Niagara County for the purpose of hiring recipients. This position requires imagination and a flair for salesmanship in order to present the program's informational materials in writing and with visual aids to obtain participation from employers. Incumbents work directly in a one-on-one setting with clients as well as presenting the program to large employee groups. The department provides general direction, however, there is leeway for independent judgment in accomplishing the goals of the employment programs. Supervision may be exercised over the work of assigned staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Contacts public and/or private sector employers to explain employment programs to develop job opportunities for clients;
2. Addresses civic groups, business organizations, and community service clubs explaining the goals and objectives of the employment programs;
3. Assists the department in establishing specifications and qualifications to fill available positions or those being developed for employment program clients;
4. Prepares exhibits, lectures, reports, booklets and displays for use in presenting programs;
5. Visits and evaluates the employer facility and operations to determine how the employment program can both assist the employer and accomplish the goal of client employment by developing the job and the client to fit the employer's needs;
6. Explains the program to union and association leaders in order to avoid problems for the employer in the areas of public and labor relations;
7. Develops a relationship with a client base through assessment and career testing to assist in the placement or referral of clients to public or private sector job openings;
8. Maintains records and reports of accomplishments in this field;
9. Develops, negotiates and writes on-the-job training contracts if justifiable or appropriate;
10. Coordinates efforts, in accordance with the Work Force Investment Act, among the Employment and Training Department, the Department of Social Services, Work Force Investment Board, Department of Employment Services, and local Chambers of Commerce to develop job openings and training programs without duplication of services;
11. Provides follow-up and supportive services to keep applicants on the job and employers interested in the program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Federal, State and local employment programs; good knowledge of labor markets, poverty and unemployment concepts; good knowledge of skilled and semi-skilled trades and semi-professional labor supplies in the county; good knowledge of general business or industrial production methods; skill in the performance of public relations activities; ability to articulate clearly in a positive, forthright manner; ability to provide own transportation; ability to get along well with others; ability to express ideas orally and in writing; initiative and resourcefulness; creativity; physical conditions commensurate with the demands of the position.

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JOB DEVELOPER CONTINUED

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma:

AND: 1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in public or business administration, industrial or labor relations, economics, political science, behavioral science, human services, humanities and social science, education, social sciences, or closely related field (e.g. psychological, vocational or educational counseling, etc.) **and** two (2) years experience as a counselor, caseworker, employment interviewer, or job analyst; or experience in job or training development and analysis, personnel placement or counseling, public or business administration, economics or labor relations.*

OR: 2. Graduation with an Associate's Degree or completion of two (2) years toward a Bachelor's Degree, in one of the fields listed above, from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees **and** four (4) years experience as defined in (1);

OR: 3. Six (6) years experience as defined in (1).

***NOTE:** Experience in benefits determination (e.g. Social Welfare Examiner) is not acceptable experience.