

JOB DEVELOPER Tompkins County

Classification: Competitive

Labor Grade: 11

Approved: 3/2/94

Revised: 03/19

By: AG, Commissioner of Human Resources

MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree in social sciences, human services or resources, education or related field; OR
2. Completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered college or university AND two years of full-time paid (or the equivalent part-time and/or volunteer) experience as a counselor, caseworker, employment interviewer or similar title in a community action or similar agency dealing with employment or training; OR
3. Any combination of training and experience equal to or greater than that described in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this position is responsible for internship and employment related activities and client/student evaluations. The work includes identifying local labor market trends; matching client skills with employer needs, and facilitating internships and job placements. The work is performed under the direction and supervision of the Director of Continuing or Career and Technical Education. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans and maintains programs, including employer and employee/student files, and records of contacts;
- Identifies client needs and barriers to internship placements / full employment, and advocates for students / clients with community agencies to fill these client needs and alleviate barriers;
- Evaluates client skills, aptitude, qualifications and overall employability with teachers, school counselors, parents and appropriate component school personnel, case managers and career counselors to ensure appropriate placement/employment matches;
- Assists students/clients with job interview training, actual job interviews, resume development, completion of applications, and post-employment / placement follow-ups;
- Coordinates with other organizations, training programs and agencies;
- Maintains up-to-date assessment of internship / employment opportunities and internship/employer possibilities;
- Develops current list of qualified applicants and internship / employment opportunities; Participates actively in applicable business or employment related organizations;
- Refers students / clients to appropriate local resources;
- Attends regular meetings with the Youth Employment Council, local employers and personnel managers to assess labor trends, acquire updated employment information, and promote the job internship / placement program;
- Works collaboratively with administration, faculty and Career Services staff to ensure positive placement outcomes;
- Develops and maintains a comprehensive and individual data bank.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of area employers, services organizations and their needs;

- Excellent organizational skills, ability to make oral and written reports to state and local agencies; Ability to work well in teams;
- Ability to act independently;
- Working knowledge of federal, state, and local employment and training regulations; Familiarity with labor trends and local business and industry;
- Familiarity with clientele served and potential barriers to employment;
- Excellent communication and public presentation skills;
- Self-motivated, highly organized;
- Ability to prioritize tasks and effectively follow-through;
- Strong interpersonal skills;
- Tact and good judgment; and
- Physical condition commensurate with the demands of the position.