



Classification Title: Job Developer

Department:	Multiple	EEO6 Code:	5
Employee Group:	Classified	Salary Grade:	26
Supervision Received From:	An Assigned Administrator or Supervisor	Date of Origin:	February 2018
Supervision Given:	General Supervision	Last Revision:	October 2018

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Provides support in finding internships and job placements for students; serves as District liaison between the business community and member districts; creates and maintains program-specific tracking systems, reports and records and assists in budget development and tracking; may oversee the work of student workers and provide lead-level guidance to lower-level support staff.

DISTINGUISHING CHARACTERISTICS.

Job Developer is distinguished from Career Center Coordinator in that the former classification is responsible for coordinating job placement services for an assigned department or program, whereas the latter classification coordinates services and activities of the District's on-campus Career Center.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Establishes and maintains relationships between the business community and an assigned department or program.
2. Develops and implements a comprehensive internship and job placement program; actively researches potential job opportunities for consortia students; acts as a liaison with local employers, government agencies and community groups in order to build employer database, job postings and funding opportunities; maintains job bulletins, internships and volunteer opportunities announcements.
3. Interviews and assesses students for employment readiness and career interests and takes appropriate action or refers to counseling staff; assists counselors in appointment scheduling; coordinates assignment of counselors for career search classes; provides instructional support to counselors for workshops and one-on-one coaching in relevant skills such as interviewing, corporate attire and professional etiquette.
4. Conducts and/or participates in on- or off-campus career fairs, workshops, chamber of commerce and community presentations and special events; communicates consortia goals and activities of the districts to the local community and engages their support in planning and carrying out stated goals.
5. Develops guides, brochures and newsletters promoting community partnerships with school sites.
6. Inputs student data into appropriate systems and maintains and updates student files and records; inputs data into system to track student progress; creates and maintains records of student contacts; checks student status; performs

basic research; develops, tracks, analyzes and reports administrative processes, metrics and documents; prepares reporting for accreditation purposes; creates and maintains electronic and physical filing systems.

7. Inputs data and prepares and processes purchase requisitions, purchase orders and check requests; processes, scans and routes invoices for payment; calculates budget usage and fund percentages; runs general budget reports through spreadsheets and financial systems and calculates budgets based on the District's fiscal cycles and funding sources; prepares and processes expense-related forms including travel requests and reimbursements, petty cash and expense reports; reconciles credit card statements.
8. Participates on committees where assigned.

Marginal Functions:

1. May provide guidance and direction in the work of lower-level staff and student workers, including participating in scheduling, assigning and reviewing work of other employees for completeness, accuracy and conformance with District standards.
2. Provides information to students, faculty and the community on services, resources, policies and procedures relevant to assigned areas of responsibility; administers, scores and provides results for career assessments; assists students, faculty, staff and the public on the use of specialized software and the internet for job and career information searches; develops and oversees the delivery of student orientations, workshops and individual assistance; assists students in researching academic and career interests.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of administrative support experience in a career center, post-graduate placement service, state or local employment agency, or a closely related environment.

Education/Training: Equivalent to an associate's degree from an accredited college or university with major coursework in human resources, business administration or a related field.

Knowledge of:

1. Methods and practices of planning, organizing and coordinating a work-based learning program.
2. Common student needs, issues and concerns regarding careers and employment.
3. Career and occupational resources, trends and opportunities.
4. Principles, methods and practices applicable to the design and implementation of public relations, outreach and marketing programs.
5. Federal, state and local laws, codes, rules, regulations and court decisions applicable to career development functions for community college students.
6. Basic research methods and data analysis techniques.
7. General accounting systems and associated systems, practices and procedures for processing accounting information and interpreting input and output data.
8. Modern office practices, procedures and equipment including computers and applicable software programs.
9. Basic principles and practices of public administration for budgeting, purchasing and recordkeeping.

10. Principles and practices of sound business communication.
11. Rules and regulations governing specific grants relative to assigned areas of responsibility.

Skill in:

1. Assigning and inspecting the work of student workers and lower-level staff.
2. Coordinating and performing work for multiple sites.
3. Providing information and guidance to students on career planning, job placement and other career-related topics.
4. Implementing outreach programs including public speaking and attending events.
5. Communicating information accurately and effectively to school administrators, faculty, students and the public.
6. Communicating with employers and community agencies regarding job placement opportunities.
7. Communicating clearly and effectively, in both oral and written English.
8. Composing clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials.
9. Reaching sound decisions in accordance with policies and procedures related to assigned area of responsibility.
10. Assisting in preparing and monitoring a program budget.
11. Tracking statistical and financial information utilizing complex spreadsheets and databases.
12. Operating a computer, enterprise software, spreadsheet and word processing software and other standard office equipment.
13. Maintaining confidentiality of student files and records.
14. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
15. Exercising tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
16. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee works under typical office conditions, and the noise level is usually quiet to moderate.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit for prolonged periods; near visual acuity for reading computer screens, reports and schedules; and repetitive use of hands for extensive use of keyboards; ability to travel and/or drive to various locations.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.