

## RIVERSIDE UNIFIED SCHOOL DISTRICT

**CLASS TITLE: SENIOR JOB DEVELOPMENT SPECIALIST (Range 32)**

### **BASIC FUNCTION:**

Under direction of an assigned supervisor, provide for recruitment, placement and case management of participants in alternative education and categorically-funded programs; perform public relations and marketing activities for Job Training Partnership Act (JTPA) programs; train and provide work direction to assigned staff.

### **REPRESENTATIVE DUTIES:**

Provide for recruitment, placement and case management of participants in alternative education and categorically-funded programs. *E*

Train and provide work direction to assigned staff; assign work and assist in the recruitment and selection of personnel. *E*

Conduct weekly job development classes; develop special seminars related to job search and interview techniques and report writing as requested; conduct seminars related to goal motivation and self-esteem as required. *E*

Establish and on-going network within the Greater Inland Empire business community to contribute and support excellence in program development, placement and school to work transition. *E*

Recruit work experience sites; provide for program orientation; establish and maintain communications with supervisors and site staff. *E*

Design individual work experience task duties and job descriptions, implementing documentation process to meet job training monitoring standards. *E*

Perform public relations and marketing activities for JTPA programs; distribute program information and conduct oral presentations. *E*

Participate in community organizations and network with various City, County and State entities; attend workshops as assigned. *E*

Remain in contact in person at job work sites or on the telephone with students; evaluate the progress and interventions necessary for the assurance of successful completion of JTPA program; document contacts in counseling notes and work site monitoring reports; maintain open and positive communication between student and employment supervisor. *E*

Research and report on local, State and National employment trends for grant proposals and placement. *E*

Provide job training orientation to interested groups of at-risk youth; conduct intake interviews establishing eligibility through JTPA guidelines. *E*

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Contact local agencies for disbursement of marketing materials including local service clubs, schools, City and County departments, recreational facilities, EDD and others. *E*

Provide for follow-up on leads for potential participants; assist in weekly formal orientation. *E*

Operate a computer and standard office equipment. *E*

Prepare and maintain a variety of records and reports related to job development, recruitment and placement. *E*

Assist in the design of print materials utilized for marketing and advertisement.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Employment standards and techniques.
- Principles of training and providing work direction.
- Public speaking techniques.
- Training methods and procedures.
- Employer-employee relationships.
- Labor laws applicable to private industry.
- Safety regulations, and laws relating to employment.
- Correct English usage, including grammar, vocabulary and spelling.
- Job search and interview skills.
- Inland Empire business and industry.

**ABILITY TO:**

- Plan and organize the placement of student job-placement participants.
- Train and provide work direction to others.
- Assign and review the work of others.
- Prepare and deliver oral presentations.
- Work effectively with employers in the placement, training, and employment of participants in special programs.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Understand and follow oral and written instructions.
- Operate a computer and standard office equipment.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years of college-level course work in business, industrial relations or related field and three years intake/job development placement or recruitment experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

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**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information and make presentations.

Seeing to read and prepare referrals, records and reports.

Sitting for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard.