

JOB DEVELOPER

Code No. 4-18-347
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for researching and developing employment and training opportunities with local businesses for graduates from the Board of Cooperative Educational Services (B.O.C.E.S.). The Job Developer refers students to job openings or training opportunities after discussing with them their interests, abilities, experience and education. The employee reports directly to and works under general supervision of an administrator. Supervision is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Contacts local businesses to obtain job vacancy information for B.O.C.E.S. graduates;

Works with local employers to discuss and develop training opportunities;

Performs follow-up activities with employers regarding graduates' performance, or to resolve work related problems;

Meets with students prior to placement to discuss interests, abilities, experience and education;

Informs and counsels students about job and training opportunities;

Composes correspondence, memoranda and reports as necessary;

Maintains related files and records.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of interviewing techniques; good knowledge of local labor market employment opportunities; good knowledge of employment needs and required skills; good knowledge of job training opportunities and procedures for referring applicants; ability to prepare reports and correspondence; ability to work as a team member; ability to establish and maintain professional relationships; ability to follow-up on placed students and resolve problems; ability to maintain files and records; good judgment; tact and courtesy; initiative; resourcefulness; physical condition commensurate with the demands of the position.

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

- (A) Three (3) years paid full-time or its part-time equivalent experience in employment interviewing or counseling, or other experience responsible for recruitment, selection, or training; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus one (1) year experience as defined in (A) above; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and

(B) above.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: August 22, 1991