

## POSITION DESCRIPTION

**POSITION TITLE:** Job Developer  
**STATUS:** Non-Exempt  
**DEPARTMENT:** Workforce Development

1. **CHARACTERISTICS OF THE JOB:** The Job Developer will engage in a variety of marketing activities among employers, government, and community agencies, Job Link, and Goodwill Industries of the Redwood Empire (GIRE) in an effort to facilitate the fulfillment of employment needs for employers and people looking for work. The Job Developer may provide services to persons with barriers to employment, persons who are disadvantaged, and/or persons with disabilities. Depending upon the program, services may be provided to individuals, groups, or a combination thereof.
2. **PROVIDES SUPERVISION TO:** None
3. **RESPONSIBILITIES - ESSENTIAL FUNCTIONS:**
  - Work closely with Employment Counselors and Employment Services Specialists to match program participants with current and future employer needs
  - Use methods of cold calling, in person and by phone, to establish initial contact for the purpose of scheduling onsite presentations.
  - Provide onsite presentations to employers to coordinate their needs with the appropriate candidates for the position
  - Collaborate with employers to create new job opportunities for clients when possible
  - Develop relationships with local chambers, business networks, and industry-related committees as appropriate
  - Use a variety of sources (e.g., Sonoma Business Magazine, North Bay Business Journal, and Press Democrat, as well as trade organizations) to stay current with industry trends, growth, and the local labor market
  - Provide pre-placement services to program participants including information on successful job seeking techniques (resume development, application completion, networking, videotaped mock interviewing, etc.) with emphasis on motivation, self-esteem, the reality of the job search, and employer expectations
  - Provide post-placement services as needed to maximize job retention. May include problem resolution between the employer and client, consultation with employee, and regular monitoring of client performance (for the duration of the job as necessary)
  - Promote and accept referrals, participate in staffing meetings, and keep the referral source(s) informed of client progress
  - Maintain all caseload paperwork per program procedures and CARF standards
  - Word-processing resumes, reports, cover letters, and data entry of program activity status
  - Prepare billings in a timely and accurate manner
  - Organize activities to meet established program goals and may assist in establishing goals

### **ANCILLARY FUNCTIONS:**

- Possess an understanding of Affirmative Action Guidelines, minimum wage laws, and other

- relevant labor standards
- Remain current on federal, state, and local policies regarding legislation as it relates to Workforce Development
- Communicate with the Program Manager regarding goals, activities, specific problems, successes, and suggestions
- Represent the agency in a professional manner at all times
- Adhere to GIRE policies and procedures
- Attend required meetings and participate in staff meetings
- Perform other job-related duties as assigned by supervisor

**4. QUALIFICATIONS:**

- BA Degree in Human Services or equivalent experience in related field and a minimum of two years of experience in job development, marketing/sales, or motivational/self-esteem building
- Solid experience in marketing or sales of services, and/or customer service experience
- Experience in job creation, job development, and employer engagement
- Knowledge of employment and training issues in Sonoma County and local labor market
- Ability to successfully work with persons who experience significant barriers to employment and persons with disabilities
- Knowledge of the vocational implications of disadvantaging or disabling conditions
- Commitment to helping the employers and employees of Sonoma County create employment opportunities and fulfill employer labor and training needs
- Ability to work as a team member within a collaborative setting with multiple agency involvement
- Strong interpersonal skills
- Ability to communicate verbally and in writing (languages other than English desired)
- Ability to communicate effectively with clients, employers, co-workers, and referral sources
- Conduct self in a courteous and professional manner at all times
- Ability to motivate the persons served toward self-sufficiency
- Ability to work effectively in workshop and individual settings
- Self-directed, assertive, and a creative problem solver
- Highly organized with attention to detail
- Proficient in Microsoft Office Suite
- Access to own transportation
- Valid California Driver License, acceptable DMV report, and California auto insurance

**5. WORK ENVIRONMENT:** Incumbent will experience a clean office environment with carpet, overhead lighting, temperate climate, and low-level noise. Occasional same-day travel is required for visits to the client workplace(s).

**6. PHYSICAL REQUIREMENTS:** Incumbent will be standing and sitting intermittently throughout an eight hour shift, with limited bending and stooping, and repetitive finger movements with occasional computer use. Incumbent must be able to drive for local travel.

**7. IMMEDIATE SUPERVISOR:** Workforce Development Manager or Programs Director

**8. APPROVAL:**

\_\_\_\_\_  
Human Resources Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President/Workforce Development

\_\_\_\_\_  
Date

\_\_\_\_\_  
President and CEO

\_\_\_\_\_  
Date

**9. ACKNOWLEDGEMENT:**

I have read and received a copy of this position description.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

Revised: June, 2014