

TITLE: Job Developer

CLASSIFICATION: Classified

SALARY GRADE: C12

SCOPE OF POSITION:

Under general direction, establishes and maintains relationships with employers and community organizations to develop job opportunities and support continued employment for students. Advises students and alumni on all aspects of career development. Solicits employer interest and involvement in the employment of students and alumni; orients students to the services provided, posts job opportunities and tracks wage and recruitment data.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Advises students on employability skills and works with students to gain relevant skills. Supports the development of job search activities and materials such as networking, resumes, cover letters, applications, and interview techniques.
2. Initiates and maintains contacts with business and industry representatives to set up recruitment events. Schedules and visits potential and existing employers to identify and develop positions for students.
3. Maintains currency with industry trends. Updates labor market information by researching online resources, maintaining contacts with regional community colleges, and networking with professional/community organizations.
4. Works collaboratively with faculty and staff to coordinate and facilitate recruitment days, employer panels, industry spotlights, and targeted job fairs.
5. Coordinates on-campus and virtual career events for students and alumni to engage with local and regional employers.
6. Coordinates the implementation of job board software for the college community. Assists with maintaining and trouble-shooting the online job platform. Serves as liaison to off-site partners. Utilizes software to support and promote employer relationships, events, and activities.
7. Develops and implements marketing and promotional materials to advertise job opportunities and career related activities.
8. Works with faculty program coordinators to collect and track job placement data.
9. Compiles data and prepares reports and correspondence regarding job development and placement efforts. Designs surveys and analyzes results.
10. Participates in Career Education Industry Advisory Committees to create and maintain industry relationships.
11. Plans, promotes, designs and implements career workshops for students and alumni.
12. Shares resources in classes and at outreach events.
13. Engages students through social media; posts events and develops social media campaigns.

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KEY DUTIES AND RESPONSIBILITIES – Continued

14. Produces annual report for grant funds; prepares and analyzes statistical data and program metrics.
15. Participates in advisory board meetings and works collaboratively with multiple agencies to help build Sonoma County's workforce.
16. May supervise and direct the work of students employees.
17. May serve as lead worker to other classified and short-term, non-continuing (STNC) employees in the area.

KNOWLEDGE OF:

1. Local economic and labor market conditions and trends.
2. Career theory as a framework to build self-awareness and career readiness.
3. Career education programs, communication outreach, and student engagement techniques.
4. Standard employment practices, including job development and job placement techniques.
5. Community resources and professional organizations.
6. Technical knowledge, web accessibility tools and social media platforms.
7. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
8. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Interpret, apply, and explain legal mandates, policies, regulations, and guidelines.
2. Deliver presentations.
3. Monitor, track, and compile statistical information.
4. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
5. Communicate effectively, both orally and in writing.
6. Exercise appropriate judgement in interactions with others and with work processes.
7. Interact with the public in a helpful, courteous, and professional manner.
8. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

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EDUCATION:

Bachelor's degree in a closely related field of study required.

EXPERIENCE:

3+ years of experience in a closely related field of study required.

OTHER REQUIREMENTS:

- This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.
- Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing, crawling or walking.
- Position requires frequent travel to schools, organizations, and community agencies.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).