



## **PROVISIONAL OPENING FOR JOB DEVELOPER**

There is a provisional opening in the Allegany County Department of Employment & Training for the position of Job Developer.

Salary Range: \$23.0387 - \$28.7038 /hour

The work involves responsibility for increasing private sector employment and training opportunities for participants in Comprehensive Employment Training programs through the development of private sector jobs and training opportunities for program participants. Additionally, the incumbent secures work sites in non-profit or public employers for groups of WIOA or DSS participants. Duties are performed under the general supervision of the Employment and Training Director in accordance with established practice and procedure. A Job Developer does related work as required.

Good knowledge of Allegany County employment and training programs and incentives aimed at private sector employers; good knowledge of local labor conditions; working knowledge of the cultural, environmental and personal factors affecting the economically disadvantaged and unemployed in Allegany County; working knowledge of the sources and uses of occupational information related to vocational guidance, training and placement; working knowledge of different types of social media platforms; ability to evaluate clients' vocational interests and aptitudes, ability to describe the benefits of employer participation in employment and training program in a persuasive manner; ability to establish and maintain effective interpersonal relationships with others; ability to express oneself clearly and effectively orally and in writing; ability to find and develop jobs and training opportunities for agency clients; ability to prepare periodic reports.

### **MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New Your State registered college or university with an associate's degree and;

- (a) one year of experience in outreach to people or various agencies for a specific need or purpose; **OR**
- (b) one year of experience in case management that assesses, plans, implements, coordinates, monitors and evaluates the options and services required to meet the client's needs.

**SPECIAL REQUIREMENT:** Possession of a valid driver license.

This is a competitive class position. The appointment is provisional and will be made in accordance to Civil Service Rules & Law.

Interested candidates may submit a complete Civil Service application to the Human Resource/Civil Service Department. There is no fee at this time.