



Job Developer * County of Sullivan Sullivan County, NY

Overview: The Sullivan County Center for Workforce Development is seeking a Job Developer in Monticello, NY.

This position involves responsibility for establishing and maintaining working relationships with local employers, business organizations, and community organizations in developing job opportunities and arranging the direct placement of participants matching the job skills with application qualifications. Evaluates participant's background, skills, and interest, and matches to potential job openings. This position is supervised by the Director of the Center for Workforce Development.

Interviews participants and evaluates intake forms to establish skill level and work history;

Coordinates supportive services through various agencies;

Develops and maintains a pool of qualified participants and job placement opportunities;

Visits work sites in order to address any issues and to verify wages, working conditions, hours worked, etc.;

Coordinates and assists with specific projects that support the goals of the CWD programs;

Answers phone and written inquiries pertaining to agency functions or services;

Prepares and maintains a variety of documents, including letters, reports, memoranda and advertisements promoting department program activities and special projects;

May prepare and arrange for public relations activities in support of program objectives;

Speaks before various groups to explain program objectives;

Utilizes computer applications or other automated systems,

Initiates and maintains personal contacts with business and industry representatives to set up recruitment profiles;

Schedules and visits potential and existing employers to identify and develop positions;

Establishes and maintains temporary, full-time, part-time job listings;

Assists qualified participants in identifying positions in their field of interest;

Assists in development of resumes, cover letters and applications;
Advises participants on employability skills;
Helps participants explore alternative employment options;
Maintains currency with industry trends;
Updates labor market information
Works with Director to collect and track job placement data;
Compiles data and prepares reports and correspondence regarding job development and placement efforts;
Works collaboratively with businesses to coordinate and facilitate recruitment days, employer panels, and targeted job fairs.
Other duties as assigned.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a bachelor's degree or higher and two (2) years of experience in client supervision, employment interviewing, employment counseling, job placement, job development or a related field; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an associate's degree and four (4) years of experience as described in (A) above; or
- (C) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as described in (A) above; or
- (D) An equivalent combination of training and experience as described in (A) and (B) above.

SPECIAL REQUIREMENT: Candidate must possess a valid driver's license.

SALARY: Entry: \$51,913.00; Full: \$54,645.00

Benefits include Health Insurance, Dental Insurance, Paid Vacation, Paid Sick Leave, Holidays and New York State Retirement

Background Investigation: Applicant may be required to undergo a State and National criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

APPLY ONLINE AT: <https://sullivan-portal.mycivilservice.com/jobopps>

Applications accepted until position filled.