

# **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

## **JOB DEVELOPER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

The Tri-Valley One-Stop Career Center (TVOS) is a workforce development service of the Chabot-Las Positas Community College District (CLPCCD). It is funded through the Alameda County Workforce Investment Board (ACWIB). Its mission is to connect qualified job seekers to employment opportunities in the region. This is done through an off-campus site in Dublin, CA as well as an on-campus office at Las Positas College in Livermore, CA.

Under the direction of the TVOS Program Manager, the Job Developer will be primarily responsible for assisting job-ready TVOS clients in obtaining gainful employment. This is done through coaching the job seeker, assessment, skill development, employer connections, job development, placement and follow-up as necessary.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

#### **Job Placement and Retention**

1. Assist in researching employment possibilities and provide client training and/or job leads based on their individual skills and abilities.
2. Collaborate with the ACWIB Business Services Group to coordinate, secure and process On-the-Job training opportunities.
3. Develop and promote employment and on-the-job training opportunities for all eligible TVOS clients.
4. Assist clients in the successful reintegration into the workforce including providing job retention services through follow-up process.
5. Coordinate all TVOS-led job fairs and on-site recruiting in the Tri-Valley Area.
6. Maintain relationships with area employers.
7. Maintain and update the TVOS website and job board, working with outside vendors as necessary.
8. Attend regional and evening meetings with colleagues, ACWIB, EastBay Works, employer groups, Chambers as needed.
9. Maintain working knowledge of local labor market and employment trends.
10. Conduct workshops, trainings and orientations on re-employment topics as assigned.
11. Oversee and monitor the TVOS electronic job board on the Center's website.

#### **Customer Service**

12. Work with, and coach, clients to match their skills to open employment positions on the TVOS website and/or CalJOBS website.
13. Manage and facilitate the TVOS Job Club.
14. Monitor TVOS Dublin office and help clients using the facilities and/or equipment as needed.
15. Be sensitive to diverse cultures and people, working with them on their own career tracks.
16. Represent TVOS at job fairs and other hiring events.

#### **Collaboration**

17. Work with other TVOS staff to prepare clients for their job search and employment.
18. Work with the Business Services Group and ACWIB to create a seamless partnerships between the employers and TVOS.
19. Coordinate and grow career services activities at Las Positas College as needed.

20. Work with various departments within the Chabot-Las Positas College District to facilitate successful TVOS programs as assigned.
21. Collaborate with TVOS partner organizations, seeking out new partnership when applicable.
22. Network with partnering community agencies and resources, and provide client referrals as needed.
23. Represent TVOS at ACWIB meetings and other gatherings when Program Manager is unavailable.

### **MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

1. Operations, services, and activities of an employment development program.
2. Job preparation principles and techniques.
3. Employers in the surrounding areas.
4. Current business trends and needs.
5. College and community based employment programs and services.
6. Pertinent federal, state, and local laws, codes, and regulations including District, state, and federal regulations as they affect employment services.
7. Community college programs, services, and organization.
8. Principles and practices of research and report preparation.
9. Principles and procedures of record keeping.
10. Principles of business letter writing.
11. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
12. Interpersonal skills using tact, patience, and courtesy.
13. English usage, spelling, grammar, and punctuation.
14. Standard office computer software such as Microsoft Office Suite including Word, Excel, PowerPoint and Outlook and WordPress or other website content management system.

#### **Ability to:**

1. Provide job preparation training to the clients.
2. Develop and present effective presentations, training, and workshops.
3. Develop flyers and other written material for program needs for recruitment and outreach.
4. Network effectively with employers, on campus and community programs.
5. Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
6. Interpret, apply, and explain District policies, regulations and requirements.
7. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
8. Collect data for State and county reporting purposes.
9. Prepare clear and concise oral and written reports.
10. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
11. Plan and organize work to meet changing priorities and deadlines.
12. Communicate clearly and concisely, both orally and in writing.
13. Establish and maintain effective working relationships with those contacted in the course of work.

14. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
15. Work independently and as a team.

**Minimum Education & Experience** - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

**Education/Training:**

Equivalent to a Bachelor's degree in Business, Communications, Counseling or related field; additional directly related experience may substitute for up to two years of education.

**Experience:**

Three years' experience working in employment services, workforce development, or job placement program that demonstrates working knowledge of the Workforce Investment Act, Workforce Investment & Opportunity Act, and other related governmental regulations.

**License or Certificate:**

Possession of an appropriate, valid driver's license. This position requires occasional travel to appointments and other regional meetings.

**DESIRABLE QUALIFICATIONS**

1. Knowledge of the Las Positas College, ACWIB, Comprehensive and Specialized One-Stops organizational structure
2. Knowledge of Alameda County's business climate, ACWIB and TVOS Priority Sectors (Activities & Performance Measures)
3. Knowledge of CalJOBS or similar data base management system.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with some travel to different sites and locations.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Approved by the Board of Trustees: May 17, 2016  
Effective: May 18, 2016  
Job Family: Technical-Paraprofessional