VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: JOB DEVELOPER - DISABLED STUDENTS

BASIC FUNCTION:

Under the direction of an assigned supervisor, develop employment opportunities for students with disabilities, refer qualified applicants to prospective employers, work with employers and other placement resources to develop employment opportunities by providing interviewing, advisory and informational services.

REPRESENTATIVE DUTIES:

Maintain effective relationships with employers and community agencies to promote placement services through personal interviews, telephone and correspondence; attend job fairs, workshops and conferences as appropriate. E

Negotiate and suggest appropriate job accommodations; travel to and perform community work site analysis visits as needed. E

Contact employers to solicit orders for job vacancies, determining their requirements and recording relevant data such as job descriptions. E

Instruct job applicants in presenting a positive image by providing help with resume writing, personal appearance, and interview techniques; conduct workshops and demonstrate the use of job listings to assist applicants with skill building. E

Inform applicants of job openings and details such as duties and responsibilities, compensation, benefits, schedules, working conditions, and promotion opportunities. E

Interview students to match their qualifications with employers' needs, recording and evaluating applicant experience, education, training, and skills. E

Review employment applications and job orders to match applicants with job requirements, using manual or computerized file searches; select qualified applicants or refer them to employers, according to policy; maintain records of applicants not selected for employment. E

Refer applicants to services such as vocational counseling, literacy or language instruction, transportation assistance, vocational training and child care; drive students to interviews on an as needed basis; follow-up with students and employers to ensure job satisfaction. E

Maintain communication with department head, counselors, and instructors concerning current job openings; interact with and act as liaison with Campus Career Center. E

Maintain a variety of statistical and narrative records and reports; perform internet research as assigned. E

Revised December 2012 (minimum qualifications only)
Established June 2005
JOB DEVELOPER – DISABLED STUDENTS (continued)

Perform a variety of clerical duties related to vocational services; type and/or compose routine correspondence letters, forms and memos as needed; operate a variety of equipment including computer, copier, calculator, and computer terminal. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Job search techniques
Dictionary of Occupational Titles (DOT)
Internet search techniques
Career information materials
Interviewing techniques
Telephone techniques
Counseling techniques
Types of disabilities and possible job accommodations
ONET online
Americans with Disabilities Act
Section 504 of the Rehabilitation Act (1973)
Record-keeping techniques
Oral and written communications skills
Telephone techniques and etiquette
Interpersonal skills using tact, patience and courtesy
Technical aspects of field of specialty
District organization, operations, policies and objectives

ABILITY TO:

Understand and follow oral and written directions
Communicate effectively, both orally and in writing
Read, interpret, apply and explain rules, regulations, policies and procedures
Maintain records and prepare statistical and narrative reports
Interview students and evaluate employment needs and qualifications
Perform a variety of promotional activities
Perform clerical duties such as filing, duplications, word processing and maintaining simple records
Complete work with many interruptions
Establish and maintain cooperative and effective working relationships with others
Meet schedules and time lines
Provide information and assistance concerning job placement

EDUCATION AND EXPERIENCE:

Any combination equivalent to two years of college-level course work and two years of experience in job development, job placement, employment advising or counseling, employment interviewing, resume and interview coaching, or similar field providing guidance to others.
JOB DEVELOPER – DISABLED STUDENTS (continued)

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving to a variety of locations to conduct work
Private and public sector agencies and community work sites

PHYSICAL ABILITIES:

Standing for extended periods of time
Walking for extended periods of time
Sitting for extended periods of time
Hearing and speaking to communicate with employers, agencies, and others
Seeing to review and inspect documents, proofread correspondence for accuracy and quality
Dexterity of hands and fingers to operate office equipment