Long Beach Community College District

Job Title: JOB DEVELOPMENT MANAGER

SUMMARY
Under the direction of the Dean, Workforce Development, plan and implement a comprehensive job placement services program; initiate contacts with prospective business community employers for on-the-job training; develop jobs for students who have completed specific instructional and vocational programs; provide information and training in job search skills for students; gather follow-up data on placement of students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan and implement a comprehensive job placement services program.

Initiate contacts with prospective business community employers in seeking and securing employment opportunities as appropriate for students in various programs.

Maintain knowledge of changing local labor markets, associations, and industry needs; analyze available job market economic data and information; research job market trends and requirements for program area.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide information and training in job search skills and occupational information to students.

Assist students and alumni with job preparedness; identify and analyze job duties to match the students’ skills and training.

Oversee the placement of students/alumni; receive job orders from employers; evaluate student records and transcripts; coordinate interviews between employers and students; and match students/alumni to jobs.

Act as facilitator between employer and participant placement activities.

Conduct follow-up data on placement of students.

Coordinate and compile all records of placements, job interview, and job development efforts.

Assist in the coordination of training programs; conduct presentations on job placement services offered/provided.

Obtain and analyze data related to job and internship placement and provide statistical reports to management.

Develop promotional activities to bring the Office of Economic and Resource Development to
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the awareness of students and potential employers.

Work with diverse populations with multiple barriers to employment.

Performs related duties as required.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Principles and practices of management and supervision.
Principles and practices of employee training and supervision.
Greater Long Beach area employers, private industry and public agencies.
Applicable sections of State Education Codes.
Federal and State Employment and Compensation Laws.
Regulations of public funded employment and training programs.
Job development and placement methods and techniques.
Basic research and statistical methods.
Economic and labor market conditions and trends.
Employee interviewing and selection techniques.
Socio-economic problems, cultural differences, language barriers, social structures and services systems.
Record keeping techniques.
English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.

ABILITY TO:
Plan, organize, control, train, supervise and evaluate assigned personnel.
Communicate sensitively and effectively to participants of different cultures and ethnic backgrounds.
Identify key requirements of occupations and skills relative to field of specialty.
Conduct research, analyze data and prepare reports.
Network within community to publicize and promote offerings of the ERD department.
Analyze situations, work independently and execute program planning.
Work independently with a minimum of supervision.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.

EDUCATION and/or EXPERIENCE:
Any combination equivalent to: a Bachelor’s degree in business, public administration or a related field and a minimum of two years experience in employment interviewing, job development and placement.
CERTIFICATES, LICENSES, REGISTRATIONS:
Valid California drivers license and a driving record acceptable to the District for insurance purposes.

LANGUAGE SKILLS:
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY:
Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS:
The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee frequently works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.

Adopted: February 9, 2004
Revised: