



PROVISIONAL OPENING FOR
Job Developer

There is a **provisional opening in the Allegany County Employment & Training Department for a full time Job Developer.

Salary range: \$21.07 ~ \$26.26/hr.

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; 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:

- (a) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in social science, human services or business field and one year experience in employment counseling, personnel counseling or placement, employment interviewing, employability assessment, evaluating or investigating claims under established criteria for eligibility; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in social science, human services or business field and three years experience in employment counseling, personnel counseling or placement, employment interviewing, employability assessment, evaluating or investigating claims under established criteria for eligibility.

SPECIAL REQUIREMENT: Possession of a valid driver license.

***** Residency -Candidates must be residents of Allegany County or a contiguous county for at least one month prior to the date of exam.***

Interested candidates may submit a complete Civil Service application to the Human Resource/Civil Service Department by October 1, 2019.

There is no fee at this time.

ALLEGANY COUNTY CIVIL SERVICE DEPARTMENT