

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: JOB DEVELOPMENT COORDINATOR**

#### **BASIC FUNCTION:**

Under administrative direction, the Job Development Coordinator organizes and coordinates the vocational programs of the Santa Clara County Office of Education (SCCOE). The Job Development Coordinator is responsible for coordinating and organizing the administrative and instructional support functions and services for the SCCOE's vocational programs and receives limited supervision within a broad framework of policies and procedures. The Job Development Coordinator serves as a liaison between State, County and Federal agencies and other pertinent organization and leads, guides and trains Job Development Specialists; performs other related duties as assigned.

#### **REPRESENTATIVE DUTIES:**

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

#### **ESSENTIAL DUTIES:**

Coordinates the administrative and instructional support functions and services for career preparation, occupational job training, and work development programs; receives referrals and determines appropriate levels of services needed.

Facilitates communication between program representatives; serves as liaison between State, County and Federal agencies and other pertinent organizations and present and promote career/work development information to community colleges, local and business industry councils, community groups, business agencies, marketing groups and local, regional and national agencies.

Coordinates outreach efforts and transitional services among staff, district staff and external transition programs.

Contacts and meets with public and private employers to promote and develop employment opportunities for program participants.

Develops and presents brochures, pamphlets, and market organizational programs and services to prospective clients, agencies, and employers regarding career-technical training programs.

Assists employers in developing and reviewing job standards to identify jobs that can be occupied effectively by program participants.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolves issues and conflicts and exchange information; communicates with others to develop networking, business contracts, community awareness, collaboration of services, referrals and resources; serves as a resource to managers, teachers, guidance counselors and parents

Initiates student/client contact and student intake process; collects intake forms and related documentation; develops individual training and employment plans using acquired data, career assessment results, client interests and goals.

Meets with students/clients and program counselors to discuss vocational goals and job placement

development, job search plan, potential employers, possible barriers and program expectations with students/clients; motivates and encourages students and adults to succeed in labor market.

Maintains involvement with students/clients to follow progress; intervenes as necessary for problem solving, coordinates with other service providers and referral agencies and partners as needed.

Coordinates review meetings with program counselors and staff to re-evaluate student/client training objectives and/or address problems when they occur.

Conducts career assessments as appropriate, and scores and analyzes results.

Conducts career-technical training workshops for students and adults on job identification, job search, job placement, application preparation, and interview techniques.

Oversees student/client progress and ensures the timely and accurate reporting of progress notes; follows-up with parents, teachers, and employers regarding client progress in training programs and/or at the work site.

Provides assistance and guidance to students/clients in obtaining copies of required documentation such as social security cards, driving and birth records and other documents required for employment.

Develops and provides labor/job market reviews and updates; conducts labor market, placement, and follow-up surveys; identifies job market trends.

Assist in overseeing and managing facilities and site locations.

Assists with the development and preparation of the annual preliminary budget for contracts and grants; analyzes and reviews budgetary and financial data; monitors expenditures in accordance with established limitations; assists with the research and preparation of grant and contract application renewals including invoices.

Prepares reports for use by staff and other agency representatives to evaluate referral progress.

Maintains client database current for reporting purposes and outgoing correspondence.

Operates a computer and other office equipment as assigned; drives a vehicle to conduct work as assigned.

Participates in and conduct a variety of conferences, workshops and meetings, such as with program staff, the Business Advisory Committee Board, the Community Chamber of Commerce Committee meetings and those related to job training, job placement and workforce development.

Attends trade shows, job fairs, workshops and other events related to assigned activities.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Coordination of student/client Vocational programs of the SCCOE.  
Career-technical programs and counseling techniques  
At-risk behaviors and needs of special populations.  
Economics, labor market and job market condition and trends.  
Union contracts and merit system rules.  
Americans with Disabilities Act.  
Federal Employment and Housing Act.  
Budget preparation and control.  
Oral and written communication skills.  
Methods, techniques and strategies of group presentations.  
Public relations and community organizations.  
Applicable laws, codes, regulations, policies and procedures including labor and education codes.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.

**ABILITY TO:**

Coordinate vocational programs of the SCCOE.  
Principles and methods of job, vocational, and career-technical programs as related to employee selection and placement.  
Serve as liaison for the SCCOE's vocational programs.  
Maintain current knowledge of local community, State and national resources.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures, including those related to the American with Disabilities Act (ADA) as needed.  
Establish and maintain cooperative and effective working relationships with others.  
Effectively interact with students and adults from different cultural and socioeconomic levels and motivate and counsel high-risk clients for behavior modification to establish and achieve job and transitional development goals.  
Operate a computer and assigned office equipment and software programs, including word-processing, presentation and database applications.  
Analyze situations accurately and adopt an effective course of action.  
Develop schedules, manage priorities and meet deadlines.  
Work independently with little direction.  
Work with students and adults, individually, and in-groups using effective interpersonal methods and techniques.  
Anticipate and resolve employment retention issues.  
Administer and score standard career assessments; create resumes and sample job evaluations, employment applications, and cover letters.  
Plan and organize work.  
Use proper English including grammar, punctuation, spelling and sentence structure.  
Prepare comprehensive narrative and statistical reports.  
Maintain a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in business administration, career development or a related field, and three years increasingly responsible career/work development, occupational training or vocational education experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

A driving record which meets the County Office of Education's insurance requirements.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Approved by the Personnel Commission: June 8, 2016



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Kristin Olson

Director-Classified Personnel Services

Date: 06/08/2016