

## **EMPLOYMENT DEVELOPMENT SUPERVISOR**

### **Job Summary:**

Under direction, plans, organizes, and supervises employment development services such as job development, recruitment, counseling and job placement and operations of the Job Clearing House; supervises and evaluates the performance of assigned staff.

### **Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Performs job development activities to provide employment opportunities for Carson residents; contacts community businesses by telephone, mail or field visits.
2. Plans, develops, organizes, and manages a variety of employment development services provided by Job Clearing House (JCH) staff; monitors workflow and day-to-day operations to assure efficiency and effectiveness; recommends changes to improve operations.
3. Coordinates and participates in various employment development services including job development, recruitment, counseling and job placement.
4. Plans and coordinates special programs such as job fairs and Summer Youth Employment; contacts business leaders and industrial representatives to promote participation and provide job opportunities.
5. Directs the preparation and maintenance of a variety of records, statistics, files and reports related to employment services provided and JCH operations.
6. Communicates with a variety of City personnel, business representatives, community organizations and governmental agencies to coordinate activities, refer and recruit clients and develop jobs.
7. Supervises, trains and evaluates the performance of assigned staff; assigns and monitors work; participates in hiring personnel and recommends the promotion, reassignment, discipline or termination of staff as appropriate.
8. Assists clients with employment counseling including intake and assessment; refers clients to jobs or service agencies as appropriate.
9. Prepares budget recommendations and submits to management in accordance with established procedures; conducts and coordinates special studies, surveys and projects as assigned.
10. Provides information to clients, the general public and others concerning JCH activities and programs; prepares and delivers oral presentations as requested.
11. Maintains current knowledge of employment market trends and cyclical hiring processes; attends staff meetings, seminars and training sessions.
12. Performs related duties as required.

### **Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### **Education and Experience:**

Bachelor's degree in human resources development, public administration or related field or equivalent. Three (3) years experience in providing employment services including one (1) year in a lead or supervisory capacity. Job development experience is highly desirable.

**Knowledge of:**

- Job development and recruitment techniques.
- Labor market and economic trends.
- Laws, codes and regulations governing private and public sector employment.
- Basic elements of budget preparation and control.
- Modern office practices, procedures and equipment.
- Record keeping techniques.
- Principles and practices of supervision and training.
- Job counseling and placement.
- Employment development, research and analytical practices.

**Skill and Ability to:**

- Organize, coordinate and participate in a variety of employment services including recruitment, counseling and job development and placement.
- Coordinate and monitor operations of the Job Clearing House.
- Prepare and submit budget recommendations.
- Organize and coordinate special programs, studies and projects.
- Prepare and deliver oral presentations.
- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Maintain records and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Plan and organize work.
- Train, supervise and evaluate personnel.

**License and Certificate:**

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Require the mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- May be required to use personal vehicle in course of employment.
- Is subject to inside and outside environmental conditions.
- Perform lifting, pushing, and/or pulling which does not exceed 50 pounds which is an infrequent aspect of the job.
- May be required to attend periodic meetings and/or to travel within and out of the City limits to attend meetings.
- May be required to work evenings and weekends.