

[Go Back](#)

**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : JOB DEVELOPER**  
**Code: 060030 EBK**  
**Page : 1 of 1**  
**Competitive**

**GENERAL STATEMENT OF DUTIES**

Performs technical work in developing jobs for public assistance recipients; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, the duties are varied and require the use of judgment in securing jobs for public assistance recipients enrolled in a vocational training program. Position involves substantial field work.

**TYPICAL DUTIES**

1. Develops leads to identify possible contractors for the employment of public assistance recipients.
2. Confers with prospective employers to promote employment of vocational training program participants.
3. Follows up with employer to determine program effectiveness.
4. Prepares periodic reports.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Considerable knowledge of a wide variety of occupations.
2. Knowledge of the Long Island area labor market relative to employer needs.
3. Ability to establish and maintain effective working relationships with associates and prospective participating employers.
4. Ability to express oneself effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Bachelor's degree from a regionally accredited or New York State registered college or university  
and

Two years of satisfactory experience in job development, labor management, employee relations, personnel selection and placement, or in the research and planning of an employment placement program.

- NOTE:**
1. Master's degree in Labor Relations, Public or Business Administration, or Community Development or related field may be substituted for one year of the experience required above.
  2. Experience, as outlined above, in excess of the two-year requirement, may be substituted for college education on a year-for-year basis up to a maximum of four years.

**Necessary Special Requirement**

Continuing possession of an appropriate class, valid New York State Driver License. Must

have an operable automobile available for use.

[Go Back](#)