

JOB PLACEMENT SPECIALIST

JOB SUMMARY

Under direction, performs technical specialized work in a district program involving a high degree of independent judgment and the ability to interpret and apply administrative policies.

DISTINGUISHING CHARACTERISTICS

Employees in this class relieve an administrator in activities such as contacting employers by phone, visit, and correspondence; referring clients for job placement and maintaining accurate records; and is distinguished from other specialist positions in its degree of independent activity.

ESSENTIAL DUTIES

- Performs specialized duties such as contacting employers to arrange for jobs.
- Interviews applicants, screens, selects, and refers students to employers.
- Records data.
- Receives job orders from prospective employers.
- Initiates and maintains contact with local employers.
- Community and state agencies; seeks community job training sites for students that match his/her aptitudes and job training interests.
- Conducts file search to fill job orders.
- Follows-up job referrals to verify results.
- Keeps detailed records and prepares reports on student placement activities.
- Supervises the daily activities of the office.
- Transports students to and from work or training sites.
- May supervise or work with students at training sites as a job coach.
- Attends meeting, conferences, and workshops, some of which may be scheduled during evenings or weekends.

EMPLOYMENT STANDARDS

Education and Experience: Graduation from high school or equivalent, and three years of progressively responsible experience in clerical and/or school-community relations work. Vocational, or career guidance, or placement experience required, preferably working with a student population.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Modern office practices, procedures, equipment, and filing systems.
- Employment and training opportunities in the local community.

Ability to:

- Conduct clerical functions requiring accountability and accurate controls.
- Operate a computer to input, sort, search, and extract data.
- Make decisions in accordance with laws, regulations, and established procedures.
- Understand and carry out written and oral instructions.
- Meet the public tactfully and maintain satisfactory working relationships with subordinates, coworkers, supervisors, administrators, and the public.

LICENSE: Must possess and maintain a Class C California Driver License and remain insurable at the standard insurance market rate.

WORKING CONDITIONS AND PHYSICAL CHARACTERISTICS: Office, campus, and field environments. Work involves sitting, bending, stooping, squatting, reaching, and lifting of materials. Walking and standing on hard floors, carpets, and uneven surfaces. Dexterity of hands and fingers to operate office equipment (including a keyboard) and a motor vehicle. Hearing and speaking to exchange information in person and over the telephone. Vision and depth perception to read computer screens and various reading materials, and to operate a motor vehicle. Mental skills to use computer programs, compose simple letters, make independent decisions following established procedures, and to meet accuracy and productivity requirements.