

Code: 1724

Title: REEMPLOYMENT DEVELOPMENT SUPERVISOR

SUMMARY: Under direction; performs work of considerable difficulty supervising and participating in the promotion of the Regional Reemployment Center (RRC) Youth Opportunity Program to community business leaders and investigation of job opportunities for displaced workers or youth; and performs related work as required.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Coordinates and participates in the performance of job referrals and promotion of the RRC Youth Opportunity Program to community business leaders;
Supervises, plans and coordinates the activities of professional and support staff;
Coordinates work activities of the job development unit with other RRC units;
Works with community employers to promote and develop job opportunities for displaced workers in the Tucson community;
Oversees the development of on-the-job training contracts, including specifications for wage levels and length and content of training;
Acts as a liaison between the RRC Youth Opportunity Program and community agencies such as the Chamber of Commerce, business associations and economic development organizations;
Represents the RRC Youth Opportunity Program before groups, including employers and community agencies, through speaking engagements and individual meeting;
Designs, writes and oversees the contracted production of promotional and informational materials;
Conducts workshops in resume writing, job search and interviewing techniques as well as entrepreneurial skills;
Assists in various Rapid Response program activities, including business retention, entrepreneurial start-up, business expansion and new business recruitment;
Assists in the development and review of program goals and objectives.

KNOWLEDGE & SKILLS:

Knowledge of:

- . the principles and practices of effective business administration;
- . community, business and economic development resources;
- . economic development methodologies;
- . rules, regulations, procedures and practices of the Economically Dislocated Worker Assistance Act and the Job Training Partnership Act;
- . qualifications generally associated with a wide variety of jobs found in the community;
- . principles and practices of youth development;
- . Local, State and national labor markets;
- . resume writing, job search and interviewing techniques;
- . marketing strategies;
- . contractual agreements;
- . the principles of adult and youth learning theory and classroom teaching techniques;
- . the principles and practices of effective supervision;
- . curriculum development.

Skill in:

- . communicating effectively, both orally and in writing;
- . marketing and client advocacy;
- . establishing and maintaining effective working relationships with business and community leaders;
- . researching job opportunities in the community;
- . counseling clients regarding employment issues;

- . supervising, assigning and evaluating the work of professional and support staff;
- . developing and evaluating program goals and objectives.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in marketing, business administration, or a related field* and four years of experience in job development or personnel recruitment, including one year of experience leading or overseeing the work of others.

(*Four years of experience in job development or personnel recruitment may be substituted for the degree requirement.)

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

12/13/92
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