

EMPLOYMENT SERVICES AREA COORDINATOR

DESCRIPTION: Under limited supervision, oversees a one or two person office and an independent service delivery area and provides all required Job Service program services, which are directly supervised by central office field managers; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Represents the Job Service office by serving on area vocational advisory committees, local chamber of commerce committees, and local economic development committees and making informational presentations to employers, civic groups, schools, and the general public and attending community functions to explain and promote Job Service and foster good public relations.

Interprets and directs the application of policies and evaluates the program services delivered to comply with the policies and best meet the needs of those served.

Monitors the conditions of office facilities and equipment and custodial services to see if the contracts are complied with and should be renewed, and/or if the contract specifications should be changed, and to ensure the maintenance of all office machines.

Reports on special recruiting efforts or other activities and compiles quarterly review reports to keep management apprised of the status of service and office activities.

Confers with employers to promote Job Service programs and services; exchange labor market information; discuss the needs of the employer, community, applicants, and local office; and develop and receive job orders.

Answers inquiries and explains requirements and Job Service program procedures to clients and employers to facilitate the processing of job orders and applications and promote goodwill.

Interviews applicants individually and through group orientation to explain Job Service programs, obtain accurately completed applications, and/or refer them to other agencies or programs to help meet their needs.

Administers STAC and other tests to aid in determining the applicants qualifications.

Codes applications and employer job orders using the Dictionary of Occupational Titles to facilitate job matching.

Matches applicants to available job orders by a thorough file search selecting and pre-screening applicants to meet employers requirements.

Hires, trains, assigns work, evaluates performance, and disciplines subordinates to facilitate the effective functioning of the office.

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Orders supplies as needed and keeps track of local office inventory to ensure proper oversight of office materials purchased and stored.

Coordinates Job Service activities with other public and private agencies to ensure the most effective use of available resources at the local level.

Operates the computer systems and performs clerical work to maintain records, provide reports, and complete other program functions.

Plans and organizes the work of the office to include developing and writing annual operational plans to best meet the needs of those served.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: agency rules, policies, and procedures, the social/economic characteristics of the surrounding community; equal opportunity laws, principles and techniques of supervision.

Ability to: analyze data to identify relevant facts for making proper decisions; understand and support management goals; operate the computer system.

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: State and federal employment security laws; interviewing procedures and techniques.

Ability to: plan and organize work; communicate orally and in writing to a diverse group of people; follow oral and written instructions; interact with clients, employers, and the public; use the Dictionary of Occupational Titles to code applications and job orders.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Experience in providing services under employment security or job training programs.