

Ouachita Parish Police Jury

JOB OPPORTUNITY ANNOUNCEMENT

POSITION: Job Developer (1 Position)	OPENING DATE: April 5, 2021
SALARY: \$30,175.75	APPLICATION DATE: Until Filled

(Present Parish employees are given **three (3) days priority** in applying for the vacant position before outside applicants will be considered. Parish employees may still apply after the designated deadline, but priority will not be given.)

DUTIES:

The Job Developer is the bridge between the hiring employers and job seekers. The Job Developer will coordinate with the Business Services and the Program Staff to actively recruit and refer jobseekers who meet the specified qualifications of employer job openings. The Job Developer will meet and consult regularly with the Business Solutions Staff to maintain up-to-date knowledge of labor market needs and employer feedback. All Business and Career Solutions staff are expected to share their expertise and assist with other functions or perform additional tasks as needed.

EXAMPLES OF WORK

1. Provide information and guidance to employer on how to enter job orders into HIRE or enter job order into system for employer when needed.
2. Review new job orders to assess quality and provide feedback to employers within 72 hours of date of entry into HIRE.
3. Recruit jobseekers from current applicant pool (i.e., applicant resume search in HIRE) or other methods (i.e., Community and Technical College system, advertising for specific skill sets) and refer qualified applicants to fill HIRE job orders.
4. Recruit and refer qualified jobseekers to job openings found on any Internet based job order for “Premier” employer or growth industries.
5. Consult with employers to improve opportunity to fill openings and make necessary changes to HIRE job order, not less than once every ten (10) days.
6. For jobseekers interested in suppressed and/or “Premier” employer job orders, meet with applicant to ensure s/he meets employer qualifications, is an appropriate referral for the specific job opening, and prepare the job seeker for employer contact and interview (review hiring process specified by the employer and provide general tips on appearance, presentation skills, following up on the interview, etc).
7. Follow-up with employers to assess quality of referred applicants (HIRE and internet based job orders).
8. Track status of referred applicants and document hiring outcomes for all job orders or assist employer to manage and enter their own results.
9. Collect and analyze employer-hiring data to identify trends, recommend system improvements, and forecast future hiring needs.

BENEFITS:

The Parish offers liberal benefits, including an excellent retirement system, vacations, sick leave and health and life insurance. Employee may advance to higher positions, based on his/her abilities and interests, and on the needs of the Parish.

HOW TO APPLY:

Applications must be submitted either online at www.oppj.org/hr or on the OFFICIAL FORM that is available from and may be returned to:

Ouachita Parish Police Jury, HR Department
Ouachita Parish Courthouse, 301 South Grand, Suite 201
Telephone: 318-327-1340

Equal Employment Opportunity Employer

10. Provide assistance to job seekers (highly skilled, but not necessarily high demand jobs in area) to expand job search strategy and/or recommend they contact specific employers who may or may not be currently hiring.
11. Contact employers to promote a jobseeker that may be of particular interest to them, even when a current job opening does not exist.
12. Promote, implement, and manage employer-based training services (OJT, incumbent worker, customized training, etc.).
13. Develop and implement customized recruitment strategy to assist business in filling their hiring needs.
14. Identify sources for potential new employer customers (i.e.: new employer list from chambers, newly registered employers in HIRE who have not yet listed job orders, and weekly classified advertising); contract employers to provide an overview of hiring services available; and, if anticipated that the new employer is a potential “Premier” account employer, advise/coordinate with the Business Services Team to arrange an orientation to the full menu of business services available.
15. Maintain regular and frequent contact with job seekers who are referred to “Premier” employer job openings (via phone, mail, email, face-to-face) to access satisfaction with services, recommend additional services in order to assist job seeker build the needed skills, and to keep the job seeker attached to services on an on-going basis.
16. Participate and coordinate with Business Services Team to implement any employer sector strategy for your region.
17. Organize employer accounts and assign job orders to team members using an industry based strategy in order to develop industry expertise among the team members.
18. Maintain up-to-data job listing by ensuring that no job order in HIRE is more than 30 days old.
19. Fully support all policies and goals of Workforce Investment Board as they pertain to Business and Career Solutions system.

MINIMUM QUALIFICATIONS

Training and Experience: Minimum of two (2) years of College or Business School with a major in Business Administration, Management, or related fields; or four (4) years of responsible administrative experiences.

Knowledge, Abilities, and Skills: Ability to read, write and make reports both orally and in writing. Be computer literate to the point of entering data in HIRE. Ability to organize and manage multiple tasks. Goal oriented and self-motivated. Must be able to deal with Co-workers and the general public in a professional and courteous manner.

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