



# OWENS VALLEY CAREER DEVELOPMENT CENTER

Family Literacy, Language Program, Child Care  
Tribal TANF, Career Education

2574 Diaz Lane • P.O. Box 847 • Bishop, CA 93514 • (760)873-5107

**POSITION TITLE:** Job Placement Coordinator  
**CLASSIFICATION:** Non-Exempt  
**DEPARTMENT:** Career Education Program  
**SUPERVISOR:** Career Education Director  
**SALARY:** \$19.23 to \$31.32 per hour

## **Position Summary:**

Under general supervision of the Career Education Director, or designee, employees in this class provide counseling and advising services to support individual employment plans and collaborate with area employers to identify employment opportunities.

*This list of duties and responsibilities is illustrative only of the duties performed by this position and is not all-inclusive. Each classification may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.*

## **Essential Duties & Responsibilities:**

- Work extensively with area organizations and employers to identify employment opportunities and to develop an on-going referral relationship with potential employers.
- Assist students and other eligible job seekers with developing an individualized job search plan.
- Provide job search workshops and prepare relevant materials in the area of job search resources, resume development, interview preparedness and on the job success skills.
- Maintain an ongoing listing of current jobs and potential employers in various fields.
- Integrate labor market information and trends to optimize planning and study current economic development and conditions in order to have current information when advising students.
- Work closely with Career Counselors and TANF Case Counselors in assisting individuals in achieving employment goals.
- Promote employment programs through on-going collaboration with area organizations and employers.
- Promote employment opportunities through participating in and coordinating special events, such as guest speakers, job shadowing, job fairs and work experience opportunities.
- Develop curriculum for and conduct Orientation sessions for new students beginning a new quarter/semester/year.
- Collaborate with local Colleges and other Educational Institutions to prepare and proctor students taking placement exams/tests.
- Performs other duties as required.

## **Minimum Qualifications:**

Bachelor's degree plus five years' experience or any equivalent combination of education and experience that could likely provide the required knowledge, skills and abilities to perform the duties of the position. Shall possess and maintain a valid California Class C drivers' license, and qualify for employer insurability, throughout the course of employment. Must successfully pass a pre-employment drug/alcohol screen, and background investigation. ***OVDCD has a mandatory COVID-19 vaccination policy. All employees are required to show proof of vaccination within 30 days of employment.***

**Knowledge, Abilities, Skills, and Certifications:**

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, presentation software (such as PowerPoint), and PC-based computerized accounting software.
- Ability to write reports and business correspondence.
- Ability to communicate effectively in the English language, both verbally and in writing and with confidence presenting to large or small groups.
- Ability to establish and maintain professional relationships with individuals and groups of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to maintain confidentiality.
- Ability to create and present effective speeches and presentations.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work independently and meet strict time lines.
- Knowledge of general goals and purpose of Owens Valley Career Development Center programs and services.
- Excellent oral and written communication skills; and show the ability to work with individuals from diverse cultural, ethnic and socio-economic backgrounds.
- Knowledge of general economic conditions and trends; including California (and local) industrial, labor, business, and agricultural conditions; trends; employment practices; and employment and training requirements.
- Knowledge of various academic program requirements, job requirements and TANF program requirements.

**Physical Demands:**

While performing the duties of this job, the employee is may be required to sit for prolonged periods, walk; stand; use hands for dexterity of motion; stoop, bend, kneel or crouch, and have normal auditory and verbal communications skills. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment:**

Work is generally performed in an office setting with a moderate noise level. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required. Travel is required.

**Native American Indian Preference:**

Native American Indian preference shall apply to all positions at OV CDC pursuant to the Indian Self-Determination and Education Assistance Act (24 USC 450, et. seq.), 25 CFR 271.44, applicable Tribal Employment Rights Ordinances, and other relevant laws.