

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: NOVEMBER 27, 2013
REVISED: JANUARY 15, 2014
CLOSING DATE: FEBRUARY 5, 2014

DEPARTMENT: Community Services

POSITION: Business Services Rep. – One Stop Manager

LOCATION: Casa Grande

JOB CODE: 13-122

ANNUAL SALARY: \$38,147.20-\$56,617.60 DOE

NATURE OF WORK

Under general supervision, promotes workforce and economic development through marketing and relationship building with area and potential new employers; coordinates activities within One-Stop Centers.

DUTIES AND RESPONSIBILITIES:

- Promotes workforce and career development through marketing and partnership with employers.
- Partners with local Chamber of Commerce to promote the Workforce Investment System and accomplish job training, recruitment and placement
- Develops and maintains relationships with local and potential business and business owners to promote economic development, workforce and employment opportunities, and to help meet the needs of businesses and potential employees.
- Develops and coordinates training, recruitment, and job placement resources, procedures and materials.
- Serves as Coordinator for the One-Stop Center. Coordinates One-Stop training to include cross training of staff.
- Coordinates development of common intake and orientation sessions and develops a One-Stop Presentation.
- Conducts satisfaction surveys and interviews One-Stop Customers for quality service.
- Tracks and monitors all visitors to One-Stop Centers.
- Coordinates scheduling of conference rooms, interview rooms, and resource rooms for the partners, employers and the community.
- Schedules and conducts tours of the facility, coordinates reception area to ensure quality client flow.
- Assists in overseeing the operation of assigned programs. Assists local programs in outreach of County programs and resources.
- Assists in grant writing and new job training programs.

WORKING ENVIRONMENT:

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

EMPLOYMENT STANDARDS:

GED or high school diploma required. Three years experience in employment, training programs, human resources, or a related field.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: State and Federal regulations and operating procedures. Records maintenance, clerical and office practices and procedures, Business English, spelling, arithmetic, data processing systems and other equipment and machines.

Ability to: plan, analyze, coordinate activities and establish priorities. Establish and maintain effective working relationships with employees, other agencies and the public.

Skills in: Working and communicating with business owners and the general public. Human resources and marketing program planning, implementation, and evaluation techniques. Operating various computer applications.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

