

## **INTERLOCAL ASSOCIATION**

### **Job Description**

**Job Title:** County Coordinator/Business Recruiter  
**Office:** WorkOne County Office  
**Supervisor:** Regional One Stop Manager  
**Status:** Exempt, Classification 5

### **Job Summary**

The County Coordinator/Business Recruiter (CC/BR) provides a wide variety of employment and training services to WIOA customers and the business community. Will oversee the daily activities and office flow of the WorkOne office. The CC/BR will coordinate with the Business Services team to ensure employers and the business community are aware of the services available to them. The CC/BR will work with other community agencies to develop referral networks and will track and monitor the county progress in meeting established goals.

### **Essential Job Duties**

- Coordinates all the daily activity within the WorkOne.
- Supervises, evaluates and oversees the work of the Career Services Advisors in the WorkOne office.
- Ensures that WorkOne offices are adequately staffed and communicates with the Regional Program Manager if staffing issues arise.
- Provides training and/or arranges staff development opportunities to ensure staff are adequately trained.
- Works as a County Team Member responsible for achievement of program goals and objectives, and performance standards established for WIOA, the Regional Workforce Board and/or the Department of Workforce Development.
- Coordinates with partner organizations to recruit customers and provide needed services.
- Ensures enrollment objectives are met for each WIOA and other programs, as determined by management.
- Coordinates with State Manager in providing technical assistance and functional supervision for State Staff.
- Arranges for outreach and services throughout the county, off-site, in addition to those services provided within the WorkOne office.
- Works with the Business Services Team in outreach efforts to the community in identifying hiring and training needs of businesses. May accompany Business Services Representative in presentations to employers.
- Takes a leadership role in hiring fairs held both within the WorkOne and the community, working with partner organizations and in recruitment of employers.
- May work directly with employers for On-the-Job Training and Work Based Learning, and assign staff for these responsibilities.

### **Other Duties**

- Will attend meetings and/or serve on committees of other community agencies.
- Will attend meetings and training offered in Region 5, as well as those sponsored by the Department of Workforce Development or other State agencies, as directed.
- Other related duties as assigned.

### **Work Conditions**

Works most of the time in a well ventilated office. Performance of duties will require travel within the assigned county as well as within Region 5 and beyond. Works standard 8:00 am to 4:30 pm, but hours may be adjusted as needed.

### **Education**

Bachelor's degree in related field.

### **Experience**

At least one year of experience in a related position in the employment and training field. Demonstrable experience in a responsible position requiring independent judgement. Related work experience may substitute for a four year degree.

### **Communication**

Oral and written skills should demonstrate the ability to write letters, communicate electronically, complete reports, train staff and speak effectively to groups.