

# VACANCY ANNOUNCEMENT



## CITY OF MOUNT VERNON, NEW YORK MAYOR SHAWYN PATTERSON-HOWARD

**POSITION:** WDAY-WBLA Program Job Developer  
**DEPARTMENT:** Department of Youth Bureau

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The City of Mount Vernon is an equal opportunity employer and is committed to achieving full and equal opportunity without regard to race, religion, color, gender, physical or mental disability and sexual orientation. The City of Mount Vernon has a zero tolerance for all forms of harassment or reprisal.

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**OPENING DATE:** 08/24/2020

**CLOSING DATE:** 09/18/2020

**SALARY RANGE:** Part time Contracted Agreement

**RESIDENCY REQUIREMENTS: MUST BE A RESIDENT OF WESTCHESTER COUNTY**

**APPLICATION INSTRUCTIONS:**

**Resumes and letters of interest should be addressed to:**

**City of Mount Vernon**

**Department of Human Resources**

**1 Roosevelt Square, Room 211**

**Mount Vernon, New York 10550**

**Or submitted via e-mail to: [CityofMountVernonHR@cmvny.com](mailto:CityofMountVernonHR@cmvny.com)**

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### **DISTINGUISHING FEATURES OF THE CLASS:**

Under the direction of the Executive Director, Deputy Director and the Program Director, establishes and maintains activities to develop, locate, and secure job openings for youth of the WDAY Program; advertises program and coordinates job resources; performs related duties as assigned. Reports directly to the WDAY Program Director/Case Manager.

### **EXAMPLES OF WORK: (Illustrative only)**

- Initiates and maintains ongoing personal contacts with a variety of business and industry representatives and job placements/training agencies to promote participant placement;
- Makes cold calls to potential employers; explains the benefits and employment support services provided by programs to employers, including addressing employer's special needs;
- Researches internet, newspapers, agencies and other resources for job leads;
- Collects data from employers related to job orders including job requirements and skills; matches job skills with applicant qualification; Refers qualified youth to employers and conducts necessary follow-up when youth are placed in positions;
- Keeps updated information regarding job fairs and Internet resources; Researches various resume programs;
- Participates in outreach and recruitment activities by coordinating and attending job fairs;
- Assists youth in assessing their job skills for positions; Administers and scores standard career assessments;
- Instructs in job seeking, application procedures, resume writing, interview preparation and job retention skills and attitudes; Assists participants in preparing job search portfolio; Provides job search/career information workshops and presentations; arranges for interviews; provides labor market and community resource information;
- Monitors youth performance on the job and counsel youth when job performance is not satisfactory; Works with youth to improve job performance and gain necessary job skills or reviews other employment options; Maintains contact with employers during the participants; employment and reports results to Program Director/Case Manager;
- Prepares forms and reports related to placement activities; Tracks participant activity and progress data; Assists instructors in the collection of educational materials as requested; Provides program information to various business and updates information as needed; Coordinates business orientations; Maintains contact with and assists in researching problems, complaints or concerns; Provides networking opportunities between agencies;
- Serves as a member of various committees as requested; Assists in developing flyers, brochures and other methods to advertise job placement activities; Coordinates and distributes information and materials for meetings; Assists in planning meeting agendas; Assists in meeting set-up; Maintains current committee member lists for various committees; Keeps current with trends and maintains updated labor market information by researching websites, attending meetings, maintaining contacts with various trade schools and professional/community organizations that are involved in job placement/ training activities.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Methods and techniques of job development and client placement; Current practices in career technical education; local labor market trends and employment opportunities in both the private and public sectors in the Westchester County area; Effective procedures in identifying and securing training sites for participants; private, local, state and federal agencies involved in employment development and job placement programs;
- Behaviors and needs of at-risk populations; available community resources and services; Principles of marketing and public relations; Basic internet research techniques;
- Standard office software applications; Various types of filing systems; English grammar, punctuation and spelling;

- Effectively market and represent a program and services to employers; Communicate effectively in both oral and written forms;
- Plan and make presentation to small groups including potential employers, business representatives, teachers and program participants; Assess the interests and aptitudes of participants;
- Operate a variety of office equipment; Use a computer to prepare documents and presentations, maintain various databases and search for information on the internet;
- Utilize time management techniques to organize and prioritize work; work independently and meet timelines;
- Coordinate a variety of projects simultaneously; interpersonal skills to work cooperatively and effectively with individuals and groups; Interact with students and adults from different cultural and socioeconomic backgrounds;
- Provide instruction and make presentations on resume preparation, job seeking, job retention and interview skills;
- Read, interpret and apply rules and procedures.

**ACCEPTABLE TRAINING AND EXPERIENCE:**

- Bachelor's in communication, Business Administration, Marketing or related field; College coursework with emphasis in oral and written communication; 2 years of experience or combination of training and experience which demonstrated the ability to perform the duties as described;
- Verified experience in job placement in either private or public agencies within the last four (4) years working with at-risk population; experience in public relations is desirable

**OTHER REQUIREMENTS:**

- Possession of a valid New York Driver's License and a vehicle.