



## **CAREERSOURCE CITRUS LEVY MARION JOB DESCRIPTION**

<b>Job Title:</b> Business Development Coordinator/Sr	<b>FLSA:</b> Nonexempt
<b>Department:</b> Business Services	<b>Date Reviewed:</b> 2/4/19
<b>Primary Location:</b> Various	<b>Grade:</b> 107/108
<b>Reports To:</b> Business Development Manager	

### **General Description**

Responsible for sourcing and referring fully-qualified candidates, as specified in businesses’ job orders, managing job orders and assisting in meeting businesses’ needs. Responsible for fully utilizing all resources and tools for meeting businesses’ hiring needs, understanding their respective recruitment needs, and developing a marketing/recruitment strategy that is customized to meet each businesses’ overall objective.

### **Essential Job Functions**

- Effectively understand and execute the principles and methods for promoting and selling CSCLM services by offering alternative solutions to businesses via promoting OJT, Internship/Work Experience opportunities, and/or Custom Business Training options
- Coordinate with Business Development Manager regarding employment opportunities and business/economic development as requested
- Coordinate, in a team context, with Career Services staff to identify qualified job candidates and/or potential applicants for known vacancies and/or potential experiential learning opportunities
- Develop and maintain a network of contacts to help identify and source qualified candidates through multiple approaches.
- Develop recruitment strategies to achieve required staffing for businesses
- Identify appropriate job candidates with the qualifications required by businesses’ job vacancies using various tools and resources available to identify potential and suitable candidates
- Act as liaison to businesses by connecting and/or identifying other resources and organizations that may be beneficial in meeting businesses’ business needs, such as: Economic Development, Chambers of Commerce, Small Business Development Council, CareerSource Florida, SCORE and industries groups, such as MMRA, OHRMA and other agencies
- Ensure excellent customer service is developed and maintained with businesses and job candidates
- Act as liaison between businesses and job candidates
- Develop, manage, and carry out business service programs and tasks to meet organizational recruitment and selection goals
- Conducts routine follow up with businesses to ensure satisfaction of service
- Assists in resolution of business complaints, concerns and issues
- Develops promotional material to aid in recruiting
- Provides businesses with resources to assist in recruiting needs
- Responsible for related aspects of employment

- Attend and/or participate in scheduled meetings and events, to include sector events, Talent Marketplace Events and conferences, as a representative of CSCLM and as a means to learn of opportunities within the community
- Maintain confidentiality with business/job candidate information
- Ensure timely documentation of services in appropriate database
- Maintain compliance with all personnel policies and procedures

*These essential functions are not a complete statement of all duties required. Some marginal functions of the position that are not incidental to the performance of fundamental job duties may be excluded. All duties, responsibilities, and requirements are essential to the job.*

### **Minimum Education and Experience**

Bachelor's degree from an accredited four year college or university in Public Administration, Business Administration, Marketing or related field with at least two (2) years recent professional experience (preferably in the areas of applicant recruitment and screening) or an equivalent combination of education, experience, or demonstrated competence

### **Knowledge, Abilities, and Skills**

- Knowledge of current principles and practices of human resources management including recruitment and selection, performance management, training and development, employee relations, classification and compensation, equal employment, and unemployment compensation
- Knowledge of federal, state, and local legislative, regulatory, and judicial requirements applicable to the area of human resources management
- Ability to establish and maintain effective working relationships with a wide variety of individuals internal and external to the organization at all levels of authority
- Ability to screen and match job candidates' resumes and applications to appropriate job openings
- Demonstrate significant knowledge of and skill in utilizing the Employ Florida (EF) to document business/job seeker contact and provide services
- Ability to speak effectively and understandably before groups of people
- Ability to assist businesses in interviewing job candidates
- Ability to work individually and/or as a member of a team
- Knowledge of basic labor resource information, i.e. wage & hour, labor market information, etc.
- Ability to present ideas, programs, and recommendations clearly, concisely, and accurately to groups and individuals, orally and in writing
- Ability to coordinate numerous projects and prioritize businesses' customized needs
- Research and analyze data and situations and to develop and recommend sound solutions and courses of action
- Proficiency in the use of standard office equipment including computers, word processing, presentations, spreadsheets and other applications

*To perform this job successfully the incumbent(s) will possess the skills, aptitudes and abilities to perform each duty proficiently.*

### **Physical Requirements**

- Standing, walking, sitting, use of hands and fingers to operate a computer, telephone and keyboard; reach with hands and arms

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Work Environment**

- Works inside in an office environment as well external business sites which may include manufacturing, medical, technical or others

**Special Requirements**

- Subject to background, drug screening, and records check
- Valid Florida Driver’s License with a clean driving record
- Must complete Tier One Training and pass the Tier One Certificate Exam within six (6) months of being hired

*The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified.*

*This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.*

**APPLICANT:** Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date