

PIMA COUNTY
COMMUNITY & WORKFORCE
DEVELOPMENT

COMPANY NAME: Pima County

JOB TITLE: Workforce Development Specialist (Business Services)

JOB DESCRIPTION:

Counsels, evaluates, trains and assists One Stop Career Center (OSCC) customers requiring assistance in gaining initial employment or re-employment by giving them access to needed community services. Additionally, the Workforce Development Specialists participate in developing both internal and external activities to market OSCC program services. In conjunction with this effort they are responsible for developing and administering agreements designed to foster participation by public and private agencies as well as public and private sector employers. ("Customer" in this classification specification is defined as both the general public seeking employment related services and the public/private sector employers.)

SALARY: \$40,019.20 Annually

APPLICATION QUALIFICATIONS:

(1) A Bachelor's degree from an accredited college or university with a major in counseling/guidance, psychology, business administration, management, marketing or a related field as defined by the appointing authority at the time of recruitment and two years of experience in job development or personnel recruitment. (Relevant experience and/or education from an accredited college or university may be substituted.) OR:
(2) Six years of professional level experience in job development, case management, personnel recruitment, career guidance, counseling, psychology or a related field as defined by the appointing authority at the time of recruitment.

Qualifying education and experience must be clearly documented in the "Education" and "Work Experience" sections of the application. Do not substitute a resume for your application or write "see resume" on your application.

1. Experience as a liaison advocate between business industries, community agencies, business, and/or government entities and client workforce.
2. Project management experience; coordinating employment activities.
3. Experience working in a business entity and knowledge of business operations.
4. Experience with computers and Microsoft Office Suite (Excel, PowerPoint, Word).
5. Bilingual Spanish/English.

HOW TO APPLY: <https://www.governmentjobs.com/careers/pima>

DATE: 12/21/2021

2797 E Ajo Way, Tucson, AZ 85713

BusinessServices@pima.gov

Equal Opportunity Employment/Program:

Auxiliary aids and services are available upon request to individuals with disabilities