



City of Savannah

SAVANNAH

Human Resources Department

Sub-Regional Business Services Representative

SALARY	\$52,098.00 Annually	LOCATION	Savannah, GA
JOB TYPE	Full-Time Interim	JOB NUMBER	2402103
DEPARTMENT	WorkSource Coastal	OPENING DATE	01/07/2025
CLOSING DATE	1/21/2025 11:59 PM Eastern		

Purpose

This position is responsible for building working relations with employers and the business community to advance recruitment, training, and placement opportunities of unemployed and underemployed job seekers and marketing Workforce Development Act program/business services and resources throughout the ten-county Coastal Region

HIRING FOR: Sub-Regions: (Bulloch/Effingham/Screven) and (Camden/Glynn/McIntosh)



Essential Job Functions

- Identifies, develops, and establishes business partners/workforce development opportunities (i.e., On-the-Job Training, Incumbent Worker, Work Experience, etc.) resulting in job placement of Workforce Program participants with leading industries within the ten-county Coastal Region.
- Evaluate and monitor program participants' skill sets, and identify areas in which participants may need additional training for employment. Ensures the appropriate job referral/placement is made according to the participants' skill set and employers' needs.
- Provides job development assistance to program participants and area businesses.
- Tracks all activity and meetings with program participants, One-Stop, and business partners.
- Assists with and monitors the performance of contracts to ensure compliance with terms and agreements.
- Researches labor market data, professional literature, and other resources for best practices and program alternatives to meet program and employers' needs.
- Prepares and presents reports with full interpretation of outreach and recruitment reports to committees, and other groups
- Creates all contracts in part, such as collecting signatures, documentation, notarizing, etc.
- Assists and/or serves as lead personnel with implementing workforce development initiatives and special projects.
- Performs general office duties, including filing, typing, distributing correspondence, and answering telephones.
- Performs other related duties as assigned.

Minimum Qualifications

Bachelor's degree in Business Administration, Human Resources Management, Workforce Learning & Development, or related field with three years of experience in workforce development in establishing and maintaining partnerships with employers and the business industry; writing memorandums of understandings/agreements and negotiating contracts; or an equivalent combination of education and experience. Previous grant writing experience preferred.

Must possess and maintain a valid state driver's license with an acceptable driving history.

Additional Requirements

Background investigation, including supervised drug screen, post-offer/pre-employment medical screen; and verification of education, certifications, and licenses required prior to employment.

Additional Information

- Knowledge of state and federal laws pertaining to employment and workforce development, including the Workforce Act as designated.
- Knowledge of current employment trends and opportunities.
- Knowledge of job readiness techniques (i.e., resume writing, interviewing skills, etc.)
- Knowledge of department programs, policies, and procedures.
- Knowledge of the structure, functions, and organization of local government.
- Knowledge of project management principles and practices (e.g., organizing work, setting priorities, and following up on assignments to completion.)
- Knowledge of basic accounting principles.
- Knowledge of research techniques and practices.
- Skill in marketing, sales, negotiating contracts, job development, and workforce recruitment.
- Skill in meeting deadlines and forecasting and implementing strategies to obtain positive outcomes.
- Skill in preparing and presenting reports and information.
- Skill in performing mathematical calculations and interpreting statistical data.
- Skill in operating a computer and the use of Microsoft software.
- Skill in using standard office equipment, including a calculator, scanner, facsimile machine, and projector.
- Skill in public and interpersonal relations.
- Skill in oral and written communication

Agency

City of Savannah

Address

5515 Abercorn Street

Savannah, Georgia, 31406

Phone

912-651-6484

Website

<http://www.savannahga.gov>

Sub-Regional Business Services Representative Supplemental Questionnaire

*QUESTION 1

Do you hold a valid state driver's license with an acceptable driving history?

Yes

No

***QUESTION 2**

In your own words, how would you describe workforce development?

***QUESTION 3**

Describe your workforce development program experience.

***QUESTION 4**

Describe your experience with working and partnering with local businesses and employers.

***QUESTION 5**

Describe your case management and project management experience.

***QUESTION 6**

As the WorkSource Coastal BSR, list the steps you would take to prepare for the meeting with a business/employer.

***QUESTION 7**

Give examples of how you have utilized Outlook, Word, Excel, PowerPoint and/or Publisher in your current or previous jobs? (In addition, you are welcome to share any other software you think would be an asset to this position.)

***QUESTION 8**

With compensation, are willing to travel throughout the Coastal Region for work? (Bryan, Bulloch, Camden, Chatham, Effingham, Glynn, Liberty, Long, McIntosh and Screven Counties)

* Required Question