BUSINESS CONSULTANT

GENERAL RESPONSIBILITIES

Develop and promote programs and services of the Business and Employment Resource Center (BERC) to meet the needs of business and customers, ensuring compliance with Federal, State and local laws. Assist in the economic development of the County with workforce development and retention activities.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Provide direct service to businesses and job seekers including employment development, job search assistance, recruitment, job matching and special projects
2. Develop and maintain the marketing strategy for the Resource Center and the programs offered for both internal and external customers
3. Recruit and educate employers on programs offered by the Resource Center through verbal and written correspondence/presentations
4. Assist business with workforce development initiatives by overseeing implementation of job center programs
5. Develop, administer and monitor all training contracts to include On-the-Job training and state training grant initiatives
6. Perform related duties as to specific assignments
7. Compile reports as required by management or government agencies
8. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
9. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. Bachelor’s degree in Social Sciences, Education, Counseling, Business or related field
2. Two years experience in workforce development
A comparable amount of training and experience may be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS AND ABILITIES

1. Read, analyze, and interpret technical procedures and governmental regulations
2. Respond to inquiries or complaints from employees, citizens, members of the community or regulatory agencies
3. Write reports, business correspondence, and procedure manuals
4. Make persuasive presentations on complex topics to top management, public groups and/or boards and employees
5. Define problems, collect data, establish facts, and draw valid conclusions
6. Work with detail, problem solve and communicate problems
7. Use computer software programs and/or other applications