

**CITY OF SOUTHFIELD**  
**JOB OPPORTUNITY ANNOUNCEMENT**

*The City of Southfield is currently seeking qualified applicants for the following full-time career position:*

**JOB CLASSIFICATION:** Employment Training Specialist II- Business Services/Facilitator

**SALARY RANGE:** TPOAM Career Center Pay Range 5: \$37,027- \$45,574

Excellent benefit package, including medical, dental, vision, retirement, holidays, vacation, and more.

**REPRESENTATIVE JOB DUTIES**

- Assist companies with their talent needs; help develop job descriptions, identify appropriate candidates. Assist with and run job fairs, direct hires, promote and recruit talent, screen candidates and facilitate business match.
- Perform outreach to colleges, universities, Michigan Works partners, community and professional groups, and veterans; network with Chambers of Commerce, county-based economic development and community affairs, business accelerators and incubators, local industry-led talent groups and Michigan Economic Development Corporation.
- Provide access and technical assistance to employers for Pure Michigan Talent Connect.
- Provide Labor Market Information, occupational wage data, local job market statistics and workforce analysis as needed for business attraction and retention.
- Perform and schedule Rapid Response to mass layoffs and closures; and worker orientations to educate employees on outplacement and retraining assistance.
- Attend Business Services meetings. Participate in statewide business services projects such as promoting surveys and training programs.
- Develop and facilitate workshops for the public in person or virtually on employability skills and career development
- Refer participants to appropriate employment and training programs, resources and services.
- Assist participants in writing resumes, cover and thank you letters, as well as entering resumes on Internet job banks.
- Act as an advocate for participants when talking to employers/community service agencies and vendors.
- Follow-up with employers regarding status of job openings, program funding and services.
- Daily record keeping, including prepare reports, forms, statistics, letters, and other documentation to be maintained in files.
- Performs other duties as required.

**JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD**

- Bachelor's Degree or equivalent years of experience in Business Administration, Human Resources or related field.
- Knowledge of workforce development programs such as WIOA, TAA and Going Pro Talent Fund.
- Workshop facilitation experience.
- Certification as Business Services Professional preferred.
- Proactive, public service attitude; effective interviewing skills.
- Must have ability to effectively communicate both orally and in writing with exceptional follow up skills.
- Ability to work under pressure of deadlines and changing priorities; excellent organizational skills.
- Establish and maintain effective working relationships with clients, co-workers, and outside organizations.
- Proficient in computer software applications and Internet use.
- Must possess a valid driver's license and a good driving record as determined by the City of Southfield.

Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience. The selection process will include a review of the applicant's experience for posted requirements, a driving check, a criminal history check, and an oral board interview. Each step of the selection process must be passed before the applicant will be considered for advancement to the next step.

**This is a "continuous" recruitment. Applications will be accepted until there are sufficient applicants to meet the City's recruitment needs. As such, interested persons should make application promptly.**

**APPLY AT:** City of Southfield, Human Resources Department,  
26000 Evergreen Road, Southfield, MI 48076

Applications may be downloaded from the City's website at [www.cityofsouthfield.com](http://www.cityofsouthfield.com)

**A Completed City of Southfield application packet is required to be considered for this position.**

Completed applications can be emailed to: [sfldjobs@cityofsouthfield.com](mailto:sfldjobs@cityofsouthfield.com)

**Current TPOAM members who wish to be considered for this position must apply by 12:00 P.M. August 3, 2020.**

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

JS July 21, 2020

**AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE**



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at [hrsupport@cityofsouthfield.com](mailto:hrsupport@cityofsouthfield.com) if auxiliary aids or services are needed. Reasonable advance notice is required.