



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

<b>Job Title:</b> Disaster Employment Project Manager	<b>FLSA:</b> Nonexempt
<b>Department:</b> Business Services	<b>Date Reviewed:</b> 3/06/2024
<b>Primary Location:</b> Citrus and Levy County	<b>Grade:</b> 109
<b>Reports To:</b> Assistant Director of Workforce Initiatives	

### **General Description**

National Dislocated Worker Grants help communities recover from the impacts of an emergency or disaster. This position works with leaders of local disaster response organizations and municipalities in communities impacted by natural disasters that are eligible for National Dislocated Worker Grant funding in identifying grant eligible projects. Responsible for helping to create recovery and temporary staffing plans and sourcing and referring fully qualified candidates as specified in each disaster response job order. Responsible for fully utilizing all resources and tools for meeting disaster hiring needs, understanding their respective recruitment needs and developing a marketing/recruitment strategy that is customized to meet each organization’s overall disaster response objective.

### **Essential Job Functions**

- Effectively understand and execute the principles and methods for promoting Disaster Response Employment services by offering services allowable under National Dislocated Worker Grants.
- Coordinates CSCLM mobile response units and staffing to affected areas.
- Source entities in communities impacted by disasters to facilitate employment of candidates into Cleanup/Recovery Efforts or Humanitarian Assistance Employment.
- Coordinate with Business Development staff 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 in disaster response positions.
- Develop and maintain a network of contacts to help identify and source qualified candidates through multiple approaches.
- Be knowledgeable on work-based learning approaches such as On the Job Training, Customized Training, Paid Work Experience and Paid Internships to help promote candidate learning while employed in disaster response positions.
- Develop recruitment strategies to achieve required staffing for participating organizations.
- Identify appropriate job candidates with the qualifications required by the organization’s disaster job vacancies using various tools and resources.
- Act as liaison to businesses by connecting and/or identifying other resources and organizations that may be beneficial in meeting private industry’s 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 maintained with businesses and job candidates.
- Act as liaison between work sites, job candidates and the staffing service that will be the employer of record for disaster employment positions.
- Conducts routine follow up with organizations engaged in disaster employment to ensure satisfaction of service.
- Develops promotional material to aid in recruiting.
- Provides businesses with resources to assist in recovery efforts.
- Responsible for all aspects of employment related to the National Dislocated Worker Grant program.
- Attend and/or participate in scheduled meetings and events for disaster response and recovery as a representative of CSCLM and as a means to learn of opportunities within the community for disaster employment.
- 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**

A minimum of four years of project management experience or a Bachelor's degree from an accredited four year college or university in Public Administration, Business Administration, Marketing or related field, or a combination of equivalent education and experience.

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

- Knowledge of fundamentals of project management
- 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 standards, 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 customized needs of each organization
- 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 worksites

**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

Interested candidates should submit their cover letter and resume via email to [ipozo@careersourceclm.com](mailto:ipozo@careersourceclm.com)