

PLEASE POST !!!

OPEN POSITION

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION:

7 CAREER SERVICES COORDINATOR – CAREER LINK
\$22.67/hr. – 37.5 hrs/wk.

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 01/23/2026

REMOVE: Open Until Filled

**MONROE COUNTY, PENNSYLVANIA
CLASSIFICATION SPECIFICATION**

CLASSIFICATION TITLE: CAREER SERVICES COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to coordinate employer and job seeker services in the Monroe County CareerLink. The Career Services Coordinator reports directly to the Career Services Manager.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Coordinates job training and job placement services between the county's job training program, local businesses and program customers to include establishing job training sites, working one-on-one with program participants for job development and assisting with program marketing.

Conducts on-site meetings with employers to establish, expand or improve employer utilization of CareerLink services. Explains services and special programs available, discusses employment needs and presents a plan to meet individual needs.

Identifies/contacts employers to seek employment opportunities and possible participation in On-the-Job Training; assists employers in preparing contracts for potential participant hiring; drafts job description for On-the-Job Training positions; assists in finalizing On-the-Job Training contracts.

Coordinates with Case Management Team to identify potential candidates for On-The-Job training program. Refers appropriate job seekers to potential On-The-Job training positions. Explains in detail to interested individuals the requirements, conduct, and expectations of On-The-Job program participants.

Monitors On-the-Job Training work sites to ensure training takes place; interviews trainers and trainees; audits payroll records, time cards and monthly calendars to ensure that proper payments are being made.

Coordinates personal computer operations; installs computer software; repairs computers; analyzes software and hardware problems and needs; recommends updates or upgrades of computer hardware and software as needed; instructs personnel regarding the correct and safe operation of computer hardware and software. Answer users questions concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, operating system.

Monitors software, hardware, and peripheral equipment to evaluate use, effectiveness and adequacy of product for user. Refers major hardware or software problems or defective products to vendors or technicians for service.

Assists customers in the CareerLink Resource Center on use of PA CareerLink® website enrolling, updating resume information, assisting with seminar information and other services as required by the customer.

Instructs CareerLink job seekers on services available in the Career Resource Center, job search workshops/seminars and employment opportunities.

Monitors ongoing enrollment and job search activities of individuals utilizing the CareerLink CRC. Provides individual assistance to maximize capabilities of CRC in job search activity.

Initiates contact with job seekers to follow up on job seeking progress/status; documents job leads.

Counsels individuals on job performance, professional conduct and goal setting to enhance job retention.

Updates Customer Profiles when appropriate and relay information to Case Management Team Leader.

Provides education and information to the community; presents classes on job search strategies to the general public as requested; gives speeches and presentations; prepares/distributes educational materials.

Maintain physical appearance of office. Act as liaison between office and facility landlord for items that need repair/replacement, coordinate scheduling with landlord.

Coordinate repair/maintenance of equipment and/or upgrade/update (ie. Phones/copiers/internet/WiFi) with appropriate vendor.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, database, spreadsheet and resume writing software and the Internet including www.pacareerlink.gov and email.

Processes a variety of documentation associated with departmental operations, per established procedures and within designed timeframes; distributes documentation or retains records as appropriate.

Prepares or completes various forms, reports, correspondence, lists, contracts, job descriptions, annual reports, Customer Profiles, attendance reports, activity forms, monitoring reports, wage and benefit surveys, resumes, cover letters or other documents.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the workforce development profession; reads professional literature; attends workshops and training sessions as appropriate.

At times; assists in writing job orders in accordance with employment laws, rules and regulations, and in maintaining current employer files; Verifies employer registrations for job orders on the CareerLink website; updates and reviews employer job orders; and contacts job seekers for employers at employer's request.

ADDITIONAL FUNCTIONS

Answers telephone; provides information, guidance and assistance; takes and relays messages or directs call to appropriate personnel; return calls as necessary.

Operates a motor vehicle to conduct work activities.

Copies and distributes forms, correspondence, reports and other related materials.

Initiates/receives facsimile transmission of documents.

Conducts various errands as needed, which may include picking up or transporting mail or picking up supplies from vendors.

Provides assistance or coverage to other employees as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Political Science, Education, Human Resources, Business Administration or closely related field; supplemented by one (1) year previous experience and/or training involving human resources, teaching and computer operations; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job. Must possess and maintain a valid Pennsylvania driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize and/or analyze data. Includes exercising discretion in determining data classification and in referencing such analysis to establish standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Required the ability to apply principles of persuasion and/or influence over others.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools and or materials used on performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic or schedule form; and to exercise independent judgement to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgement, decisiveness and creativity in situations involving evaluation or information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, temperature and noise extremes, or traffic hazards.

Monroe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Classification 7