

Employment Coordinator

Reports to: Talent Acquisition and Development Manager

Supervisory: No

FLSA Status: Exempt

Grade: K

Department: Human Resources

Summary: This position will lead, coordinate, and manage the City's recruitment, selection and onboarding processes. The Employment Coordinator will assist departments with filling openings for existing positions which includes writing job descriptions for new positions, candidate sourcing, screening applications, conducting applicant interviews, proctoring/administering applicant testing and coordinating the onboarding process for new hires. This position will be the primary point of contact for inquiries regarding the employment process. The Employment Coordinator will work with both external applicants and current employees seeking new positions or transfers/promotions.

This position is expected to provide excellent customer service for all stakeholders both internal and external. The Employment Coordinator is also responsible for establishing a social media presence for the City's recruitment efforts and for fully implementing and using the City's job application/applicant tracking software. This position may supervise temporary staff and/or interns as workload demands and resources permit.

Essential Functions:

Other duties may be assigned. (This list may not include all of the tasks and/or knowledge which may be expected of the employee, nor does it cover all of the specific duties which may be required).

Creates and maintains a seamless candidate experience.

Responsible for managing end to end recruiting for positions City-wide to include sourcing, establishing relationships with external organizations to create talent pipelines, attending career fairs, scheduling and conducting interviews, and guiding the selection process.

Partners with departments to create a candidate profile, create/review/update job descriptions, coordinate timeline for process, and advertise job openings.

Coordinates the onboarding activities for new hires including following applicable rules/laws/procedures, completion of pre-employment paperwork and processes, making job offers, and obtaining required employment documentation.

Establishes a social media presence for the City's recruitment efforts. Fully utilizes, maintains, and updates the City's application/applicant tracking software.

Works with the Police and Fire Commissions as a City staff representative to ensure that sworn positions are filled in a timely manner.

Monitors data to improve HR metrics to include recruitment, quality of hire, cost of hire, and retention.

Keeps the City in compliance with local, state, and federal laws and regulations concerning employment and other relevant areas.

Prepares, updates, and interprets a variety of regularly scheduled and ad hoc reports which will assist in making sound judgments concerning recruiting and retaining top talent city-wide.

Collaborates with other employees, divisions, and departments to accomplish tasks and organizational goals.

Assists with budgeting and manages assigned budget.

Qualifications:

1) Education/Experience:

- a. Required
 - Bachelor's degree or an equivalent combination of education, training and experience. Degree in Human Resources, Organizational Psychology, Business Administration or related field.
- b. Preferred
 - Three (3) years demonstrated experience with recruitment, selection and general employment functions including recruitment for a wide range of work positions; Government experience is a plus.

2) General Skill Levels:

Knowledge of:

- Methods and practices of selection including selection measures, applicant scoring and testing, and interviewing
- Methods and practice of successful employment recruitment
- Applicable employment law
- General mathematics and basic descriptive statistics
- Computer spreadsheet, word processing and email programs related to performance of the essential functions of the job
- Human resource (HRIS) job application and applicant tracking software
- Social media and other electronic means of recruitment
- A working knowledge of job analysis
- Employee onboarding processes
- Report preparation methods and techniques
- Managing within a budget

Skills:

- Providing excellent customer service
- Being a team player
- Using tact, discretion, initiative and independent judgment within established guidelines
- Organizing work, setting goals and priorities, meeting critical deadlines, and following up on assignments with minimum direction
- Coordinating and guiding a sometimes lengthy or complicated process to a successful conclusion within an establish timeframe
- Analyzing and resolving operational situations and problems
- Preparing clear and concise reports, correspondence and other written materials
- Applying knowledge of recruitment and selection to obtain diverse, viable and qualified candidates for City job openings
- Utilizing computer and electronic media including social media in human resource recruitment and selection
- Utilizing basic arithmetic including simple descriptive statistics

Ability to:

- Communicate effectively across all mediums both orally and in writing with all stakeholders
- Adapt in a fast paced and changing environment
- Work independently under general guidance
- Direct staff in a respectful and constructive manner
- Establish and maintain effective working relationships with a variety of individuals
- Translate standards, protocols and procedures into operational practices to obtain desired results
- Read, analyze and interpret professional reports and studies, technical procedures, professional guidelines and government regulations as appropriate to area of responsibility
- Think broadly and develop a strategic plan for recruiting
- Use a computer for composing, editing and producing documents, communicating with email, internet searches, etc.
- Use computer software and electronic media to recruit and select job candidates
- Prepare reports, correspondence, protocols, policies and procedures
- Continuously create and improve processes to gain efficiencies

3) Certificate or Licenses:

- a. Required
None
- b. Preferred
PHR/SPHR, IPMA – CS, IPMA-CP or similar certifications are desired.

4) Physical Requirements/Working Conditions:

Work is performed in an office environment. Work will require travel between work sites in town for meetings and may require occasional travel within the state or region. Overnight travel may be required but would be rare. There are no extraordinary physical demands on this position.

Equal Employment Opportunity

We value diversity and the many contributions that are made to our City by people from all walks of life. Therefore, it is our policy not to discriminate against any employee or applicant for employment because of race, color, religion, age, sex, sexual orientation, national origin, disability or any other attribute or characteristic protected by law.

ADAA

It is the policy of the City to comply with all federal and state laws concerning employment of persons with disabilities and act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the policy of the City not to discriminate against qualified individuals with disabilities in regard to application procedure, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. Employees shall make requests to Human Resources for reasonable accommodations.