



RECRUITMENT MANAGER

Department: Human Resources
Job Class #: 165000
Pay Range: Professional 09

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION:

The Recruitment Manager is responsible for managing and executing talent management acquisition strategies across the organization aligned with best practices and trends that support the overall goals and mission of the County.

ESSENTIAL FUNCTIONS:

- Develop and drive talent acquisition processes and programs for the county with emphasis on quality, process efficiency, diversity and quality of hires and internal relationships. Identifies opportunities and develops solutions to optimize the recruiting function and the hiring process.
- Supervises a professional team in the development and implementation of innovative recruitment methods, social media and networking strategies to build strong candidate pipelines.
- Effectively manages, coaches and counsels assigned staff. Prioritize and balance open positions across the team to ensure timeliness and responsiveness to customers. Manages the County's internship and work-based programs.
- Lead and/or manage full cycle recruiting searches, including Executive level searches and other departmental recruitments and related projects as assigned.
- Provide analysis and metrics regarding the effectiveness of the county's talent acquisition programs and initiatives.
- Manage the recruiting team to build strong partnerships with leaders and managers across the organization; proactively collaborate to assess needs, build plans, and advise on best practices.
- Ensure consistent interpretation of laws, rules, policies and procedures.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Work a flexible schedule, which may include evenings, weekends and holidays.

OTHER JOB FUNCTIONS:

Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Works under the general direction of and is responsible to the Classification and Compensation Manager. Either directly or through subordinate staff, plans, assigns, directs, supervises and evaluates the work of professional employees.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed in an office environment and at various field offices. May be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical demands include the ability to alternate between sitting and standing for extended periods of time (up to 8 hours); see, listen and

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speak for extended periods of time; and frequent walking. Other physical and mental demands include occasional balancing, stooping, kneeling, crawling, climbing stairs, pushing, pulling and lifting. Incumbents in this position must be able to reason, analyze and communicate effectively, both verbally and in writing. Driving to various locations is required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Recruitment methods, techniques and best practices.
- Employment laws, rules and regulations.
- Management principles, practices, and modern effective supervisory practices.
- Coaching and counseling techniques.
- Principles and practices of project management.

Skill in:

- Assigning, reviewing and planning the work of others.
- Managing multiple projects and priorities.
- Consulting, influencing and advising at all levels of an organization.
- Write and speak clearly, professionally and accurately.
- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.

Ability to:

- Establish and maintain effective working relationships with internal and external stakeholders, including department heads, Executives, employees and outside agencies.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational, and economic backgrounds.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY:

Bachelor's Degree in human resources, business or public administration, education or related field, and four or more years of progressively responsible experience in full life cycle recruiting, to include two (2) years of supervisory experience and experience in developing and implementing recruitment strategies and programs. Must have experience working with an applicant tracking system. Additional education or experience which clearly indicates the ability to perform the essential functions of the position may substitute equally for the recruiting requirements. SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential is desirable.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license or ability to otherwise meet the travel requirements of the position is required. Ability to successfully complete a Pierce County background investigation prior to employment is required.