

## JOB DESCRIPTION

**JOB TITLE:** Recruiting Coordinator  
**DEPARTMENT:** Human Resources Department  
**REPORTS TO:** Human Resources Director  
**EEO category 2**

### **SUMMARY:**

As part of the South Sound 911 Human Resources department and under direction of the Human Resources Director, this FLSA exempt position leads, manages and coordinates agency recruitment, testing, selection and hiring processes. The position is a highly responsible professional performing a variety of confidential, analytical, technical, and administrative Human Resources functions. The Recruiting Coordinator is frequently required to perform work in confidence, under pressure of deadlines and is involved in highly sensitive and interpersonal interactions requiring skill in gaining trust and confidence from others, both inside and outside the agency.

Work involves latitude for independent judgment, decision making, and discretion in the performance of assigned duties. This position requires the ability to research, analyze data, recommend and implement various Human Resources recruiting, testing, selection practices as well as develop, evaluate and revise policies and procedures to address agency priorities.

The Recruiting Coordinator also manages two teams; the Employee Recognition Team and the Recruiting Team and works with the Executive Assistant to coordinate Administrative Clerk, work assignments related to recruiting and employee recognition activities. This position is also assigned dedicated internal personnel operating in a special assignment capacity to assist with external recruiting functions.

### **ESSENTIAL FUNCTIONS:**

Develops internal and external recruitment strategies to achieve required staffing levels and meets with managers to develop specific recruiting plans.

Develops and maintains professional relationships with various educational institutions, businesses, and non-profit organizations as a source to generate qualified applicants.

Manages agency recruiting; writes and places advertisements on various websites, agencies and publications; responds to public inquiries about current positions, job announcement requirements, application process and application status. Maintains compliance with federal and state regulations concerning applicants testing and employment.

Manages and leads two agency teams. Management of the Recruiting Team to include coordinating meetings to develop recruiting strategies and community contacts to extend the reach and awareness of the agency and its mission, vision and recruiting goals. Management of the Employee Recognition Team (ERT) to include coordinating team meetings, agency-wide recognition efforts between employees and executive staff, agency activities and events. Manages the ERT annual budget to ensure compliance with appropriate use of public funds.

Manages and develops an internal employee, assigned in a special assignment capacity. The special assignment role assists the Recruiting Coordinator in conducting external recruiting activities such as

coordination and proctoring of candidate testing, attendance to various job/career fair events, direct sourcing through online sources, development of recruiting materials and assistance with outreach and contact development for local organizations.

Coordinates and attends job/career fairs to generate qualified applicants. Provides information on agency operations and job opportunities to potential applicants.

Schedules and arranges interviews and various candidate appointments. Develops and proctors examinations and communicates with applicants throughout the recruiting and hiring process. Conducts new-employee orientation meetings.

Screens and refers qualified applicants to hiring manager(s) for interviewing. Provides initial screening to obtain work history, education, training, job skills and salary requirements.

Researches, analyzes, prepares and presents hiring data and statistics.

Responds to and provides detailed customer service to employees, managers and the public by inquiries in person, by phone, in writing, and/or by electronic means regarding employee relations policies, procedures and processes. Handles various confidential personnel related matters.

Analyzes, understands and uses discretion in applying a variety of laws, rules, regulations, and policies to resolve problems consistent with established standards. Uses technical software proficiently to maintain applicant and employee information.

**REQUIRED ABILITY, KNOWLEDGE AND EXPECTATIONS:**

Fluent use of the English language

Understand and follow written and verbal instructions.

Understand and interpret complex rules and procedures.

Read, interpret, explain, apply and follow applicable laws, ordinances, codes, regulations, policies and procedures.

Perform limited clerical duties such as filing, duplications and typing.

Record-keeping, document retention, report preparation and basic research methods and techniques.

Provide training and orientation to employees.

Work appropriately with confidential material and information.

Work with speed and accuracy.

Follow safety rules and regulations.

Proficient with standard suite of Microsoft Office software and database applications, fax machine, and phone system.

Exercise a high degree of independent judgment in problem solving and decision-making related to professional human resource duties.

Communicate efficiently and effectively both orally and in writing using tact, patience and courtesy.

Maintain cooperative and effective working relationships with others.

Analyze situations quickly and adopt an effective course of action.

Organize work with many interruptions and multiple tasks to meet schedules and timelines.

Be reliable, dependable and report for work on a consistent basis.

**QUALIFICATIONS:**

A bachelor's degree in Public or Business Administration, Human Resources, or a related field and two (2) years of Human Resources experience at a professional level with personnel classification, recruitment, promotion, testing, evaluation, training, employee programs, policy and procedures; or any combination of relevant

education and experience with would demonstrate knowledge skill and ability to perform the essential duties listed above.

**LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:**

Human Resources certification is desirable. Valid WA Driver's License may be required for offsite visits and presentations.

**PHYSICAL REQUIREMENTS:**

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.

While performing the duties of this job, the employee is regularly required to sit at a computer terminal, frequent walking both indoors and out; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**WORKING ENVIRONMENT:**

Office environment with frequent interruptions. The noise level in the work environment is usually quiet. This position will interact with employees and customers on a daily basis.

**MACHINES/TOOLS/EQUIPMENT/WORK AIDS:**

Personal computer, copy machines, telephone, fax machine, E-mail, calculators, and printers.

**POTENTIAL HAZARDS:**

The hazards are consistent within an office environment.

**ANALYSIS OF PHYSICAL DEMANDS OF POSITION**

Activity	Percentage of time	Activity	Pounds
Standing	15% of time	Pulling& Pushing	25 lbs.
Walking	15% of time	Lifting	25lbs.
Sitting	70% of time	Carrying	25lbs.

The following abilities are required to perform the essential job functions:

Hearing	YES
Seeing	YES
Depth Perception	NO
Color Vision	NO

Seldom to occasionally the position will require the following activities: Stooping, Crouching, Crawling, Climbing, Balancing and Kneeling.

**ADDITIONAL COMMENTS:**

The statements herein are intended to describe the general nature and level of work performed by employee(s) in this job title. The statements are not a complete list of responsibilities, duties and skills required of employee(s) in this job title. Furthermore, the job description does not establish a contract of employment and is subject to change at the discretion of the agency.

PREPARED BY: Laura Lakowske, Recruiting Coordinator

REVIEWED BY: Cynthia Shaffer, PHR, HR Director

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