City of Council Bluffs

Job Description

Recruiter

Department: Human Resources
Supervisor: Directory of Human Resources
Location: City Hall
FLSA Status: Exempt
Prepared By: ~~Mallory Davis, Recruiter~~Brenda Norton
Prepared Date: ~~May 2020~~January 2025
Union: Non-Union
Civil Service Status: Civil Service
Pay Grade: 20

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Summary: The Recruiter position is responsible for recruiting, interviewing, testing, selecting, and referring applicants for clerical, technical, administrative, and management positions throughout the City. This position must possess considerable skill in interviewing techniques, a good knowledge of all functions in the City, strong presentation skills, a basic understanding of the City's organizational structure, as well as an extensive knowledge of personnel policy and procedure and federal and state laws regarding employment practices.

Essential Duties and Responsibilities:

- Builds Applicant Pool:
  - Develops a system to proactively identify and track open positions within the City
  - Develops and manages a system of creating and/or updating job descriptions, ensuring they are current and an accurate depiction of each job in the City
  - Places advertisements with newspapers and/or online resources to generate applications from qualified candidates for open positions
  - ~~Assists with identifying and implementing an applicant tracking system~~
  - Manages the applicant tracking system to match applicants with job openings
  - Maintains regular contact with qualified candidates regarding potential job opportunities in the City
  - Builds relationships with local community colleges and local high schools to create awareness of career opportunities within the City
  - Makes presentations at local organizations and associations to create awareness of career opportunities within the City
  - Creatively identifies other means of attracting highly qualified candidates for employment with the City

- Manages Selection Process:
  - Coordinates the pre-screening of applicants for open positions
  - Support and facilitates interview and selection training for hiring managers
  - Works with hiring managers and the Civil Service Commission (when applicable) to develop testing and selection process
  - Manages the testing and selection process to identify qualified candidates
  - Coordinates certification of Civil Service approved list of qualified candidates for Civil Service positions
  - Maintains up to date Civil Service procedures and eligibility lists
  - Makes job offers and coordinates start date for new employees
- New Employee Orientation:
  - ~~Conducts~~ Coordinates and facilitates new employee orientation ~~to welcome new employees and get them acclimated to the City, their employment benefits, and how their position fits in with the City~~
  - In coordination with hiring managers, provides new employee information to IT or other departments as required
  - ~~Coordinates the attendance of the Mayor and Chief of Staff at orientation to welcome the new employee~~
  - ~~Coordinates the safety and benefits presentations be given to new employees~~
  - Updates orientation content annually or as needed
  - Regularly and continually explores and identifies ways to improve the onboarding process for new employees
- Training and Individual Development:
  - Develops user procedures, guidelines, and documentation
  - Maintains awareness of current trends in recruiting with a focus on delivery, support, and applying key recruiting technologies through classes, reading, computer based training, or other mechanisms to continuously increase both Human Resources knowledge and knowledge of recruiting application/tools/methodologies
- Provides support to department in other human resource functions such as training, compliance, benefits administration, employee relations, and labor relations
- Regular and predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities:
This job has no supervisory responsibilities.

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:
- Bachelor's Degree in Business or related field
- Minimum of three (3) years' recruiting experience

- Public sector HR experience beneficial
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities necessary to perform the work.

Certificates, Licenses, Registrations:

- Professional in Human Resources (PHR) and/or ~~International Project Management Association – Certified Professional (IPMA-CP)~~SHRM Certified Professional (SHRM-CP), preferred

Physical Demands:

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The work environment is an office and community setting that is customer facing, with periods of very busy and relatively quiet cycles.

Other Skills and Abilities:

- Exceptional organizational and interpersonal skills including written and verbal communication skills
- Thorough knowledge of Microsoft Excel, Word, and PowerPoint
- Demonstrated strong presentation skills, including experience presenting information in a group setting
- Experience with an applicant tracking system
- Demonstrated ability to maintain confidential information