



NEW: 08/31/2022 Submitted: 08/30/2022

JOB TITLE:	SPECIALIST OPERATIONS RECRUITMENT
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership and supports the recruitment needs of the most critical nature in the Operations division. Engages a wide variety of stakeholders in recruitment and retention efforts. Designs, monitors, and implements multiple strategies, projects, initiatives and activities to develop and cultivate pipelines for operations positions. Collects and analyzes data to evaluate effectiveness of the Operations division's recruitment efforts. Initiates creative partnerships with internal and external stakeholders to advance Operations recruitment efforts.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Coordinates and monitors workforce trends and makes recommendations to the Chief Operations Officer regarding changes in critical areas of focus.
- Implements multi-media marketing strategies to enhance District branding and employee recruitment
- Develops, implements, and monitors external search strategies to source active and passive candidates
- Engages a wide variety of stakeholders, including District employees, in recruitment and retention initiatives
- Monitors and tracks local, state and national supply and demand data related to Operations positions and needs of the District
- Cultivates and maintains contacts with local trades organizations, businesses, community organizations and faith-based organizations to develop and maintain a strong pool of diverse candidates reflective of the goals of the District
- Coordinates and attends job fairs which may require in-state and local travel especially during times of critical needs
- Develops and maintains state and local contacts to support recruitment efforts
- Collects and analyzes data from multiple sources to evaluate effectiveness of recruitment initiatives and to direct recruitment efforts
- Assures compliance with Board recruitment goals and administrative objectives
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires driving automotive equipment. In-state and local travel is required on a regular basis with heavy travel required during times of critical need.

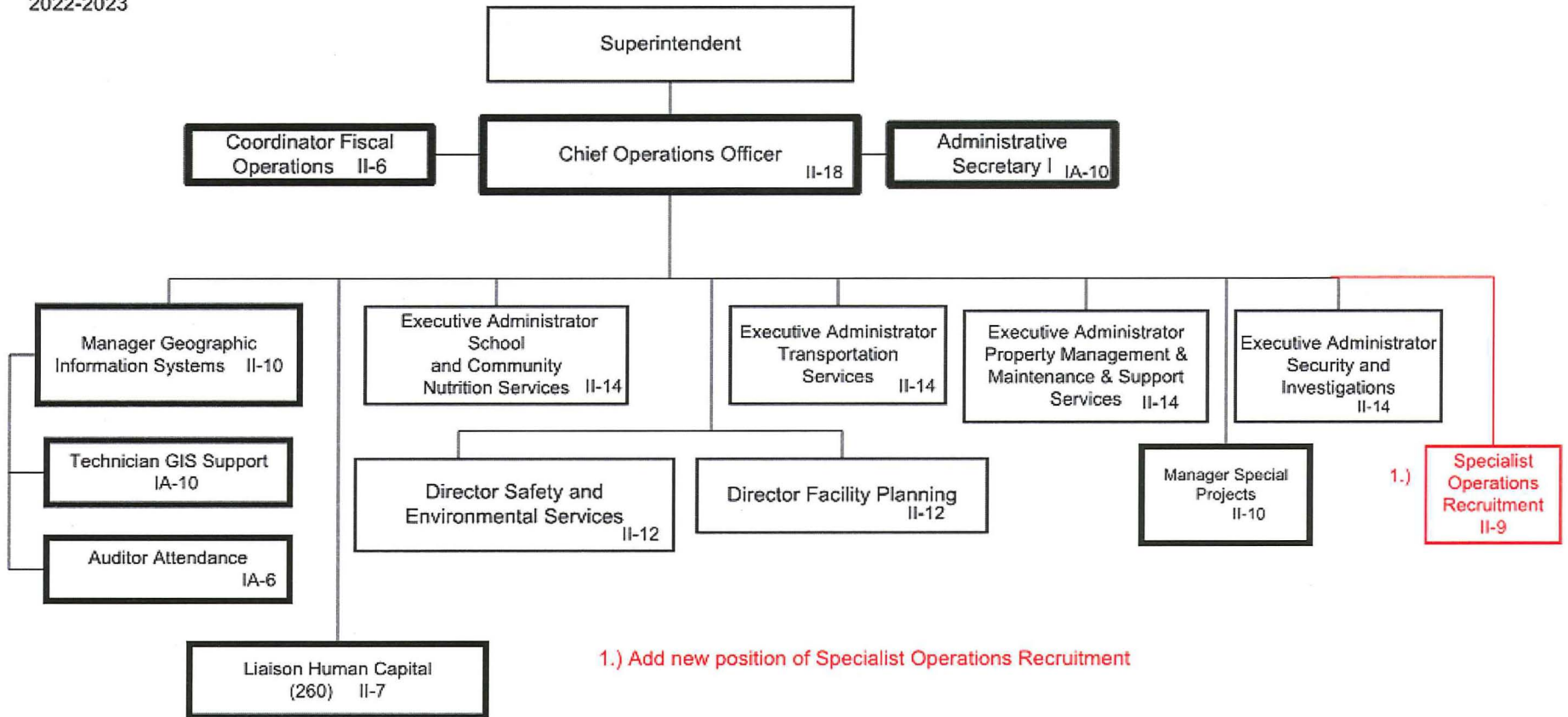
MINIMUM QUALIFICATIONS

- Master's Degree
- Three years of experience in recruiting, sales, or marketing, some of which has been at a large organization

Valid Driver's License
Effective written and verbal communication skills
Demonstrated knowledge and effective use of social media including Linked In, Facebook and Twitter

DESIRABLE QUALIFICATIONS
Knowledge of and /or experiences with utilizing source techniques including direct sourcing, internet and data mining and use of search engines and social media
Experience in a diverse workplace
Three (3) years of successful experience in Operations

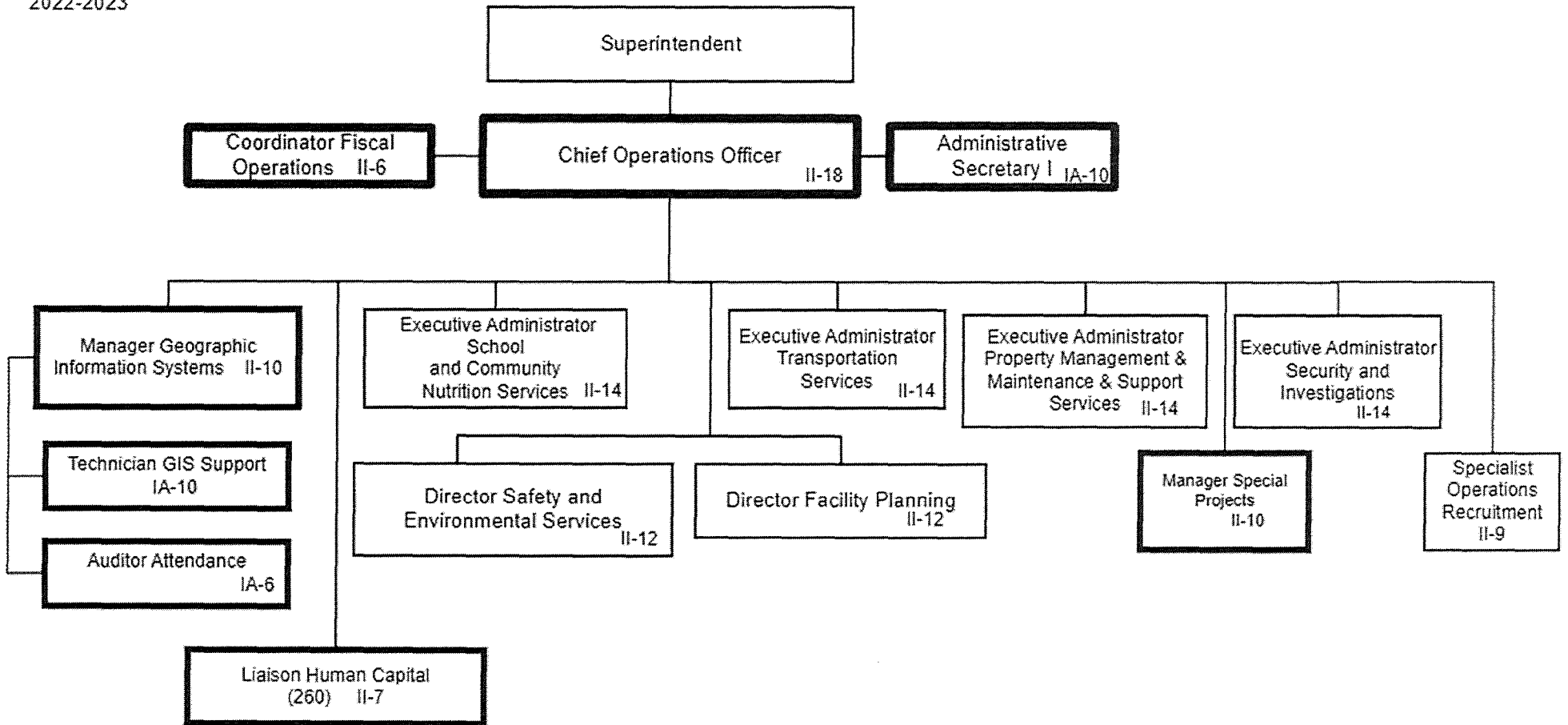
Operations Services Division
2022-2023



Summary:

General Fund Positions: ~~8~~ 9
Categorical Fund Positions: 0

Submitted ~~05/24/2022~~ 08/30/2022
Effective ~~05/25/2022~~ 08/31/2022



Summary:

General Fund Positions: 9
 Categorical Fund Positions: 0

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Submitted 08/30/2022
 Effective 08/31/2022