

## RECRUITMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class performs professional recruitment functions to support county departments in their efforts to attract qualified candidates. The incumbent will be responsible for designing and conducting recruitment campaigns, as well as to educate constituents on County operations and employment opportunities. This is accomplished by coordinating and engaging online and social media recruitment strategies and content; tailoring recruitment to specific positions; expanding outreach to increase diversity and inclusion efforts; reviewing and categorizing all applications for employment received by the Human Resources Office; conducting regular in-person and online recruitment seminars and recruitment campaigns; and attending job fairs at local schools, colleges and adult education programs. Responsibility involves the development of on-going working relations with appointing authorities in the various County departments to ascertain their recruitment needs; making referrals and scheduling appointments for prospective candidates; and conducting follow-up on the effectiveness of recruitment activities. This also involves keeping abreast of the area labor market for targeted positions and developing creative and evolving recruitment resources in a highly competitive job market. While supervision is not a regular responsibility of this class, the incumbent may provide direction and training to volunteers/interns. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Develops and implements comprehensive recruitment campaigns and strategies to attract the most qualified candidates in hard to recruit positions;

Identifies creative strategies to attract a broad applicant pool for a multi-generational workforce with expansive and diverse job categories throughout the county;

Plans and manages social media recruitment initiatives, creating and posting job ads on designated social media platforms;

Identifies the most promising leads, reaches out to prospective candidates and assess applicants' interests;

Contacts and maintains on-going communication with County departments in order to ascertain their recruitment needs;

Conducts regular recruitment seminars in order to attract prospective employees and familiarize them with Westchester County and its functions, Civil Service Law as it relates to employment and the competitive examination and selection process, County benefits, resume writing techniques, and helpful strategies during job interviews;

Receives, categorizes and follows-up on employment applications and inquiries in order to establish and update a pool of available candidates to meet recruitment needs;

Establishes a referral network with community agencies and other labor market resources to meet recruitment needs as requested by various departments and indicated by the Office of EEO/AA;

Conducts periodic survey of employees to gauge potential retention issues as well as advancement interest; organizes employee engagement activities/programs.

Meets with departments to devise long-term staffing and succession planning strategy;

Coordinates and implements Internship and/or Mentoring Programs as needed to provide training and experience to candidates who are lacking the required experience and for entry level employees who would benefit from career tutelage;

Attends job fairs and career days at local schools, colleges and educational programs, representing Westchester County as a prospective employer to new graduates;

Conducts special recruitment efforts with vocational rehabilitation agency representatives for the referral, recruitment, and placement of candidates with disabilities;

Serves as key stakeholder in launching and managing an Applicant Tracking System;

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:** Thorough knowledge of the practices and techniques of recruitment including social media outreach, interviewing and selection of candidates for employment; ability to communicate effectively with job applicants, both on an individual and group basis, to elicit needed information for appropriate selection and placement and to impart information about County employment; ability to establish and maintain effective working relations with appointing authorities to determine recruitment needs and make successful placements; ability to organize and interpret data and maintain records related to recruitment and selection; ability to evaluate applicant skills and match them with the job requirements of available positions; sound, professional judgment; initiative; tact; creative and entrepreneurial skills; discretion; physical condition commensurate with the requirements of the position.

**MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:** A Bachelor's Degree\* and two years recruitment or marketing experience using the latest trends in sourcing candidates via social media

**SPECIAL REQUIREMENT:** Possession of a valid license to operate a motor vehicle in the State of New York.

**\*SPECIAL NOTE:** Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

**NOTE:** Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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J. C.: Competitive  
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Job Class Code: E0594  
Job Group: X