

RECRUITMENT COORDINATOR

GENERAL STATEMENT OF DUTIES: Performs professional personnel work involved in the centralized recruitment of entry level positions; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class designs and conducts centralized recruitment campaigns in order to attract and refer qualified candidates for County departments and local jurisdictions who request assistance in filling clerical and other positions as requested by various departments. This is accomplished by reviewing and categorizing all applications for employment received by the Personnel Office; conducting monthly 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 and local jurisdictions to ascertain their clerical 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 at the entry level and developing recruitment resources in a highly competitive job market. While supervision is not a regular responsibility of this class, the incumbent does provide direction and training to volunteers.

EXAMPLES OF WORK: (Illustrative Only)

Contacts and maintains on-going communication with county departments and local jurisdictions in order to ascertain their recruitment needs, with concentration in the clerical areas;

Conducts monthly 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 for clerical and other positions as requested by various departments;

Coordinates and administers a joint venture with the Department of Social Services for the placement of public assistance recipients in temporary, reimbursed County positions for the purpose of developing their job skills and improving their employability;

Coordinates and implements a Clerical Internship Program to provide training and experience to candidates seeking clerical level positions who are lacking the required experience;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

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 disabled candidates;

Receives requests for transfers from existing County employees and coordinates interdepartmental transfers when possible;

Administers typing and other simple performance tests to determine the skill level of candidates prior to referral;

Performs related administrative and clerical functions to insure the appropriate recording and reporting of recruitment activities.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the practices and techniques of recruitment, 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; discretion; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree* and two years of personnel experience with primary responsibility for the interviewing and recruitment of staff.

NOTE: Satisfactory completion of 30 credits* toward a Master's Degree* in Public Administration, Business Administration, or Psychology or completion of a one year internship in Public Administration may be substituted for one year of the above stated experience.

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

West. Co.
J. C.: Competitive
EW
1

Job Class Code: E0594
Job Group: X