

TALENT ACQUISITION DIVISION LEADER

NATURE OF WORK

This is professional and management work leading the activities of the Talent Acquisition Division of the City-County Human Resources Department.

Work involves developing and implementing strategies to source qualified, diverse candidates to meet the City of Lincoln and Lancaster County hiring needs. Lead a team of talent acquisition professionals who drive development, implementation, and execution of innovative and impactful recruiting strategies. Develop and align recruiting processes and ensure compliance with all laws and regulations. This position is essential to discovering talent, building a strong employment brand and ensuring great relationships with both candidates and employees. Work is performed with considerable independence and is reviewed by the Human Resources Director through conferences and results achieved.

EXAMPLES OF WORK PERFORMED

Designs and executes innovative hiring strategies to attract, evaluate and hire the best candidates.

Ensure consistency with the hiring and assessment processes, alignment with processes, and compliance with applicable federal, state, and local laws and regulations

Proactively identify and develop pipelines of candidates, sourcing from a variety of channels, including but not limited to networking, social media, the internet, employee referrals, employment fairs, and industry events to strengthen the talent brand.

Propose and lead Diversity Equity & Inclusion initiatives to attract diverse, unique and non-traditional candidates to create an inclusive workforce.

Collaborate with all stakeholders to evaluate and refine sourcing and selection procedures and research and recommend new tools and technologies to meet the needs of the organization.

Create an engaging candidate experience and ensure a positive onboarding experience for new employees.

Establish short and long-term hiring goals and metrics, supporting talent acquisition and retention.

Lead, develop and guide a team of talent acquisition leaders and professionals who partner with all levels of operations management.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of recruiting policies and procedures.

Thorough knowledge of management and supervisory principles.

Thorough knowledge of current human resources issues and leading talent acquisition and management practices.

Thorough knowledge of applicant tracking systems and databases.

Thorough knowledge of budget preparation and procedures.

Thorough knowledge of business and management principles involved with strategic planning, resource allocation and human resources modeling.

Thorough knowledge of current trends, developments and techniques in the field of talent acquisition.

Ability to build partnerships and work collaboratively with others to meet shared objectives.

Ability to maneuver through complex policy, process and people-related organizational dynamics.

Ability to develop and deliver multi-mode communications that convey a clear understanding of needs.

Ability to hold self and other's accountable to meet commitments.

DESIRABLE QUALIFICATIONS

Possession of Human Resources certifications including, but not limited to Society of Human Resource Management Certification and/or Professional in Human Resources.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in Human Resource Management, Business Administration, Public Administration or related field and at least five years of experience in full-cycle recruiting, sourcing and employment branding plus five years of leadership experience; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

8/22

PS0625