



METROPOLITAN LIBRARY SYSTEM

Job Description

Job Title: Recruiter
Reports To: Human Resources Manager
Division: Human Resources

Position Code.: 1185-114
Classification: Exempt
Date: 03/2024

JOB SUMMARY:

Performs professional level recruitment activities to include researching, developing, and implementing effective recruiting and staffing strategies to attract a diverse pool of qualified and capable talent for the organization.

ESSENTIAL JOB FUNCTIONS:

- Provides excellent service to internal and external guests.
- Manages the recruiting function utilizing online recruiting and tracking software.
- Develops and implements overall recruiting strategies to build a pipeline of qualified candidates in anticipation of hiring needs.
- Performs recruitment tasks including creating job requisitions, posting job openings, screening, and evaluating applicant qualifications, administering assessments if applicable, referring candidates for interviews, conducting and/or participating in the interview process, checking references, performing records checks, reviewing background investigation reports in accordance with library policy, arranging pre-employment screenings and tests if applicable, and extending employment offers.
- Sources active and passive candidates through various sourcing strategies such as networking, utilizing social media platforms, cultivating employee referrals, and searching resume databases.
- Establishes and maintains strong relationships with community workforce partners (to include diversity and veteran organizations) to enhance recruiting efforts.
- Develops partnerships with professional library organizations/associations, colleges, universities, and trade schools to build a network and database of potential candidates.
- Participates in college and community job/career fairs and recruiting sessions regularly.
- Attends professional library industry events/conferences, such as Oklahoma Library Association and American Library Association, to build relationships with potential candidates.
- Collaborates with the Marketing and Communications department to promote career opportunities with the Metropolitan Library System.
- Meets regularly with hiring managers to coordinate and assess hiring needs.
- Conducts new employee orientation and assists with the onboarding process.
- Collaborates with hiring managers to construct valid job-related selection criteria, evaluation tools, and interview questions.
- Evaluates job requirements and determines appropriate screening tools for the recruitment process.
- Provides prospective employees with information about the library's policies, procedures, job duties, working conditions, wages, and opportunities for advancement.
- Submits compensation recommendations for promotional increases as needed.
- Facilitates appropriate selection decisions and ensures regulatory/legal compliance in all recruitment processes/procedures.
- Advises and trains staff in the techniques of interviewing, selection, and hiring.
- Compiles, analyzes, and reports on recruiting activities using the Applicant Tracking System (ATS).
- Performs job classification evaluations and makes recommendations as directed.
- Completes compensation analyses and makes recommendations as directed.
- Provides regular status reports about open requisitions to management.
- Confers with the Human Resources Manager to keep informed on key issues and progress toward objectives.
- Maintains confidential applicant and personnel files in compliance with applicable legal requirements and the library's record retention policy and procedure.
- Maintains confidentiality of all applicant and personnel related information, inquiries, and actions not subject to the Oklahoma Open Records Act and releases information only in accordance with open records act procedures, state and federal laws and office practices.

- Performs special assignments as requested, to include researching and preparing reports, managing special projects, and developing and implementing programs.
- Maintains awareness of current events, developments, and trends through news media, professional literature, and participation in professional associations.
- Completes all required and assigned training on time.
- Champions the library's strategic goals and initiatives with the system's mission and core values in mind.
- Works in a manner safe to the individual and other people; follows safety rules and safe working practices; uses safety equipment as required.
- Defends the principles of the Citizen's Bill of Library Rights, the Freedom to Read Statement, the privacy of library guest records and the code of professional ethics.
- Performs other related duties as assigned.

FREQUENCY OF TRAVEL REQUIREMENTS:

- Occasional travel to other library locations.
- Occasional travel within the state or nationally for appropriate professional development and networking.

INTERACTION:

- Interaction with all levels of staff, partners, and the public.

MATERIAL AND EQUIPMENT USED:

- Computer(s)/Printer(s)
- General Office Equipment

Licenses and Certifications:

- None

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- Bachelor's degree from an accredited four-year college or university, and
 - Two or more years of experience in all phases of the recruitment and hiring process;
- or
- High school diploma or GED; and
 - Four or more years of experience in all phases of the recruitment and hiring process.

HIGHLY PREFERRED QUALIFICATIONS AND COMPETENCIES:

- SHRM® Talent Acquisition Specialty Credential
- Human Resources Professional Certification: SHRM-CP®/SHRM-SCP® and/or PHR®/SPHR®
- Experience using a Human Resource Information System.
- Experience using an ATS.
- Experience performing sales or marketing duties.
- Experience recruiting for a public entity.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Full life cycle recruiting process
- Key social media platforms in alignment with recruitment efforts
- Various types of applicant tracking software
- Human resource management practices, standards and federal, state, and local laws relating to hiring, recruitment, and employment practices, with an emphasis in the public sector.
- Record keeping, report preparation, filing methods and records management techniques.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Basic knowledge of library organization, policies, procedures, and equipment.
- All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

- Dealing with people confidently both in-person and over the phone.
- Communicating clearly and effectively, both orally and written.
- Using tact, discretion, initiative, and independent judgment within established guidelines.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Proofreading copy for accuracy using knowledge of grammar, punctuation, and spelling.
- Using an advanced level of interpersonal skills necessary to effectively give and extricate information in a courteous and friendly manner.

Mental and Physical Abilities:

- Ability to create and implement sourcing strategies for recruiting a variety of roles.
- Ability to develop innovative methods to achieve desired results.
- Ability to be proactive and take initiative on assigned tasks.
- Ability to work independently and take ownership of open job requisitions,
- Ability to maintain and produce accurate files, records, and reports.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups.
- Ability to maintain confidentiality.
- Ability to concentrate and pay close attention to detail.
- Ability to travel to various locations and to access reliable transportation to do so.
- While performing the essential functions of this job the employee is frequently required to move from place to place, speak and hear and lift and/or move up to 25 pounds.

SUPERVISORY RESPONSIBILITY:

- This position has no supervisory responsibilities.

WORK ENVIRONMENT:

- Works in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, and the like.
- Occasional evening or weekend work required.
- This position is eligible for Core and Emergency telework.

SUMMARY STATEMENT:

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as an interactive process, as necessary, should an incumbent or applicant be unable to perform the function or meet the requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent or applicant so long as accommodation does not create an undue hardship to the System or if doing so causes a direct threat to the individual or others in the workplace and the threat cannot be eliminated by reasonable accommodation.

NOTE: The System reserves the right to amend or change this job description from time to time and/or assign other tasks for the Employee to perform as the System may deem appropriate.