



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 409.2

Job Title: **RECRUITER**

Pay Grade: 21

GENERAL SUMMARY:

In the Human Resources Department, coordinates Staffing and Recruitment functions in support of client departments by promoting the employer brand, conducting digital recruiting, responding to applicant status inquiries, creating job listings, coordinating applicant sourcing and community recruitment activities.

RESPONSIBILITIES:

- Participates/plans job fairs, seminars, and visit professional organizations to pipeline talent, help build organizational relationships and to market positions.
- Coordinates the use of social media platforms to source candidates, promote new jobs, answer follower questions and write/post content.
- Collaborates with management to analyze and forecast staffing needs, locales, and strategies.
- Participates in drafting job postings, prescreening applicants, coordinating pre-employment eligibility requirements, and extending job offers.
- Additional professional duties consist of producing memoranda for various actions, monitor Mayor's Office Approvals for staffing actions, provide HR guidance to Executive Staff, maintain organizational & staffing reports, and generate other recruiting/staffing status reports as requested.
- Seeks continuous improvement of marketing efforts to increase work quality and productivity.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Human Resources, Public Administration, Business Administration, Organization Management or a closely related field.

EXPERIENCE:

Three years of related professional experience in human resources performing staffing and recruitment functions are required.

SUBSTITUTION:

Pertinent experience at the professional level may be substituted for the education requirement on a year-for-year basis.

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

SPECIFICATIONS (continued):

IMPACT OF ACTIONS:

Errors could lead to moderate expenses and inconveniences. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation, e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues, e.g., project coordination and higher-level problem resolution.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Human Resources Technician
Human Resources Assistant
Talent Acquisition Specialist or Recruiter
Senior Talent Acquisition Specialist
Human Resources Supervisor
Executive Recruiter
Talent Acquisition Manager

Effective: February 2024