



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 409.5

Job Title: **TALENT ACQUISITION MANAGER**

Pay Grade: 27

GENERAL SUMMARY:

In the Human Resources Department, manages, directs, and coordinates operations of Staffing and Recruitment functions ensuring compliance with all policies, procedures, regulations, and laws.

RESPONSIBILITIES:

- Supervises, trains, develops, motivates, and evaluates staff by setting clear goals and performance benchmarks for the staffing and recruiting team. Provide performance feedback and address deficiencies early and often.
- Interacts with management regarding recruitment and human resources functions to establish recruitment strategies and project schedules.
- Prepares and monitors Staffing and Recruitment budgets and expenditures.
- Manages job fairs, seminars, and visit professional organizations to cultivate partnerships, pipeline talent, build organizational relationships and market positions supporting City of Houston needs.
- Interprets, develops, implements, and provides advice/counsel regarding policies and procedures.
- Seeks continuous improvement of marketing efforts to increase work quality and productivity.
- 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.

SPECIFICATIONS:

KNOWLEDGE:

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

EXPERIENCE:

Six years of related professional experience in human resources performing staffing and recruitment functions are required, with at least three years in a supervisory capacity.

SUBSTITUTIONS:

A Master's degree in Human Resource Management, Public Administration, Business Administration, Organization Management or a closely related field may be substituted for two years of experience.

Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

SPECIFICATIONS (continued):

COMPLEXITY:

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:

Errors in work lead to significant costs and problems, and may have minor impact on the short- term performance of the City. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as an Assistant Manager or the equivalent over the first-line supervisors (and nonsupervisors, if applicable). This position strongly requests personnel actions such as hirings, terminations, and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as a Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher level problem resolution.

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 requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

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