CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 404.1

Job Title: **EXECUTIVE RECRUITER**

Pay Grade: 27

GENERAL SUMMARY:

In the Human Resources Department, performs professional and administrative duties in the recruitment of candidates for executive and upper-level management and professional positions for the City of Houston.

RESPONSIBILITIES:

- Recruits for executive and upper-level management and professional positions as approved by the Human Resources Director and the Mayor.
- Oversees the activities for job posting, position profile preparation, advertisement, identification of sources and candidates, screening, correspondence, interviewing and referral of applicants to subject departments as related to executive recruitment.
- Prepares and submits reports to the Mayor, Human Resources Director and other Department Directors regarding the status of executive search efforts.
- Provides general information concerning the City of Houston to potential candidates and new employees selected through the executive recruitment process, such as city government, housing, schools and travel.
- Coordinates the reimbursement of travel and/or relocation expenses of candidates according to City policy between the Human Resources Department and hiring departments.
- Coordinates the approval process of Mayoral nominated Department Directors for City Council Members.
- Assists the Human Resources Director or designee in a variety of administrative duties, including various management, liaison and staff functions.

SPECIFICATIONS:

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

EXPERIENCE:
Six years of professional staffing and recruitment experience are required.

SUBSITITUSTION:
Directly related professional experience involving staffing and recruitment may be substituted for the education requirement on a year-for-year basis.

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 could lead to moderate expenses and inconveniences. 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.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:
No direct report employees.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with Department Heads/Directors. 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 and occasionally with prominent persons such as community leaders, business and industry leaders as well as officials of government and financial agencies. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens.

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

WORK ENVIRONMENT:
There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:
Requires the ability to make simple gross motor responses within large tolerances.

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	or	Executive Recruiter

Effective: October 1990
Revised: January 1997
Revised: March 2024