

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Senior Recruiter**

Dept.: **Human Resources**

Reports to: **HR Talent Manager**

Effective Date: **August 2022**

Job Code Number: **10818**

Grade Number: **16, Non-represented**

FLSA Status: **Non-Exempt**

General Position Summary:

Responsible for the implementation of effective recruiting and staffing strategies to attract diverse, qualified, and capable talent for the organization. Coordinates and performs full cycle recruiting using an Applicant Tracking System (ATS) and related software and tools. Participates in the design, optimization, and evaluation of recruiting processes to advance the organizational value of diversity, equity, and inclusion. Administers innovative employment programs and other recruitment and retention activities. Provides subject matter leadership and support to HR Generalists and hiring managers in recruiting practices and policies.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed; however, this list does not include all specific tasks an incumbent may be expected to perform.

1. Participates in development of organizational recruitment strategy. Oversees implementation and evaluation of strategy.
2. Provides subject matter leadership to HR Generalists and hiring managers in the performance of recruiting activities. Creates and maintains standard operating procedures and workflow.
3. Manages online recruiting accounts, Applicant Tracking System, and other tools.
4. Creates and maintains job profiles, including recruitment plans, advertising strategy, related and valid screening and selection criteria, and evaluation plans and resources.
5. Sources talent and screens, evaluates and refers candidates for interviews. Checks applicant references, makes job offers, and initiates onboarding process. Communicates with applicants and hiring managers verbally and in writing. Supports HR Generalists with specific requisitions.
6. Understands organizations staffing and hiring needs. Collaborates with HR Analyst to uphold Position Control and provides additional verification of vacancy for requisition approval.
7. Provides internal and external communication about recruiting activity. Responds to inquiries from staff and public regarding HR policies and procedures as appropriate.
8. Assists in the development and maintenance of HR policies, procedures and activities in partnership with the HR Leadership Team.
9. Identifies and engages passive candidates through various platforms.
10. Administers various employment and development programs, such as fellowships and internships, as assigned.
11. Delivers training, workshops, and presentations on hiring processes and best practices to a

- variety of audiences, including hiring managers, panelists, advisory boards, and HR staff.
12. Provides statistical and research assistance to department and KCLS leadership in gathering, preparing and analyzing employment data for use in developing, implementing and evaluating processes against Key Performance Indicators and ensuring outcomes for organizational values and initiatives.

Secondary Duties:

1. Attends and actively participates on various employee committees.
2. Attends job fairs and networking events.
3. Keeps informed on changing trends or emerging initiatives within area of assigned responsibility.
4. Provides backup for related positions and HR Talent Manager.
5. Performs other duties as assigned.

Core Competencies:

Customer Focus

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

Valuing Diversity

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn from differences.

Ethics, Values, and Judgment

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organizational values, moral principles, and accountability in behavior, character and action. Defends intellectual freedom and patron confidentiality.

Professional & Technical Knowledge

Demonstrates proficiency in professional and technical skills/ and or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to foster personal success and connections for others.

Communicates Effectively

Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

Organizing and Planning

Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.

Teamwork/Collaboration

Works cooperatively and productively with others to achieve goals and deliverables. Is aware of, utilizes and celebrates their own and team member's strengths and differences.

Desired Minimum Qualifications:

A typical way of obtaining the knowledge, abilities and skills for this position is:

- Graduation from a four-year college or university with a major in human resources, public administration, or a closely related field;
- Three to five years of experience in talent acquisition and HR systems and processes; or
- Any combination of relevant education, training, or experience that provides the knowledge, skills and abilities to perform the duties and responsibilities of the classification.
- Experience recruiting in public sector and/or labor-represented environment a plus.
- Use of NeoGov (ATS) and/or Dayforce (HCM) a plus.

Special Requirements:

- A valid Washington driver's license.

Physical Demands:

While performing the duties of this job, the employee is changing tasks depending upon the shift and will in most cases occasionally stand and walk and up to constantly sit. Will occasionally reach up or down and frequently reach out. Neck rotation may be up to occasional. Constantly using hands in conjunction with finger use and up to frequent keyboarding, this handling or keyboarding may be repetitive up to frequently. Up to occasionally operating foot controls. The employee will seldom lift up to 20 lbs. Employee will seldom push/pull carts and wheeled equipment with light force.

Work Environment:

Work is performed in a normal office environment. Some travel is required to attend job fairs and conferences. Occasional evening and weekend work to support recruitments. Incumbent may be permitted hybrid telework schedule upon request.

Advancement Possibilities:

- HR Analyst
- HR Talent Manager
- Other Coordinator, Supervisor or Manager classifications depending on education and experience

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
Director of HR

Revisions: August 2022