



## Recruitment and Talent Acquisition Manager

The Recruitment and Talent Acquisition Manager works under the direct supervisor of the Chief of Recruitment and Talent Acquisition, oversee the recruitment, selection and hiring processes to ensure that appropriate staffing levels are maintained to support the business needs of the City of Baltimore.

### Responsibilities Include:

- Assists the Chief in the management and administration of the Division.
- Leads all aspects of full life cycle recruiting including sourcing, screening and interviewing qualified candidates for positions and ensures a positive candidate experience throughout the recruiting process.
- Develops effective and creative recruiting strategies to attract a high volume of qualified candidates in a timely manner.
- Partners with Human Resources leadership and agency representatives to ensure that recruiting strategies are aligned to meet business objectives.
- Develops and maintains candidate pipelines to meet future staffing needs.
- Develops and maintains relationships with external recruiting sources to include colleges, industry peers, organizations, associations, and employment agencies.
- Develops and implements recruiting policies to ensure that all processes and procedures are consistent and compliant with federal, state and local regulatory guidelines and requirements.
- Provides clarification and interpretation of recruiting policies to agency representatives, employees and the general public.
- Evaluates existing divisional policies & procedures, and makes recommendations for improvements.
- Assists in fully automating the recruiting functions and operations.
- Trains and guides the team, business partners and agency representatives to effectively use the applicant tracking system.
- Ensures data management and integrity by utilizing available technology and systems to track and report relevant data.
- Gathers and analyzes marketplace data related to labor market, competitive hiring trends, new sourcing avenues etc.
- Develops content and Conducts training on the eRecruit systems, ATS, recruitment related policies/procedures and other applicable Recruitment and Talent Acquisition matters.
- Performs additional job duties and responsibilities as deemed appropriate and as assigned.

### Skills & Qualifications:

- A Bachelor's degree from an accredited college or university and four years of responsible experience in recruitment and talent acquisition work or an equivalent combination of education and experience.

- Proven success leading a team through full life cycle recruitment efforts.
- Ability to schedule, assign and review the work of others.
- Expert experience developing and implementing effective recruiting strategies/plans.
- Knowledge of Federal, State and Local laws and regulatory frame work impacting recruitment functions.
- Expert knowledge of applicant tracking systems.
- Ability to resolve difficult, confidential and sensitive problems with tact and diplomacy.
- Ability to interpret, apply and explain human resources policy and procedures to others in both verbal and written form.
- Ability to multitask and adjust to competing and shifting priorities.
- Ability to work independently requiring minimal supervision.
- Proficiency with Microsoft Office Suite.
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- This career opportunity offers a comprehensive benefits package and competitive salary, commensurate with education and experience. Individuals under final consideration for appointment to this position will be required to submit to drug and alcohol testing and criminal background check. This position will remain posted until filled.
- Your application must include a letter of interest, resume and salary history and requirements.

Salary: Commensurate with education & experience

**\*\*This is a Non-Civil Service position\*\***

For additional information and/or immediate consideration, qualified and interested applicants must submit an employment application via the City's online recruitment system at:

<http://agency.governmentjobs.com/baltimorecity/default.cfm?>

**Your application must include a letter of interest, resume and salary history and requirements.**

**The City of Baltimore is An Equal Opportunity Employer TTY: 711**