

RECRUITER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this position travels extensively, often to college campuses, in search of promising job applicants for BOCES and the component school districts. This position has responsibility for attracting the most qualified employees and matching them to the positions for which they are best suited. The work is performed under the general direction of the Director of Human Resources. The position does not have any supervisory responsibilities. Performs related duties as required.

TYPICAL WORK ACTIVITIES:

Develops relationships with districts to facilitate placement of job applicants;
Recruits, screens, and interviews applicants;
Provides training and guidance to hiring managers on policies, processes, and regulatory issues; Contacts employers to verify referral results;
May conduct pre-employment tests and reference checks;
May place employment advertisements and/or analyze reports and trends.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of equal employment opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act;
Good knowledge of policies and practices involved in personnel/human resource functions, including recruitment, selection, training, and promotion regulations and procedures;
Good knowledge of marketing strategies and tactics, product demonstration and sales techniques;
Working knowledge of media production, communication, and dissemination techniques and methods including alternative ways to inform via written, oral, and visual media;
Working knowledge of the recruiting organization and its personnel policies;
Ability to discuss wages, working conditions, and promotional opportunities with prospective employees;
Ability to communicate effectively, both orally and in writing;
Ability to deal effectively with others;

Ability to prepare records and reports;
Ability to establish and maintain good interpersonal working relationships;
Ability to understand and carry out complex oral and written instructions;
Ability to establish and maintain cooperative working relationships;
Ability to operate a computer terminal;
Dependability, resourcefulness, good observation skills and professionalism;
Good judgment;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree.

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