



Chief, Recruitment and Talent Acquisition City of Baltimore



Position Summary

The City of Baltimore has an immediate and challenging opportunity for a progressive, creative, highly skilled Recruitment & Talent Acquisition Division Chief to take the lead role in revamping the recruitment infrastructure, building solid recruitment management systems and steering talent acquisition city-wide.

The essential charge for this highly visible role includes the following deliverables:

Deliverables

- Designing and implementing “best in class” recruitment and talent acquisition strategies that link with organization goals and strategy.
- Managing recruitment and talent acquisition functions leveraging thought leadership and resourcefulness.
- Creating cost-effective recruitment campaigns and programs, and talent acquisition initiatives and strategies for city-wide positions and classifications including executive, professional, technical and difficult to fill positions.
- Establishing viable recruitment sources and partnerships involving traditional and new/social media
- Managing applicant tracking system and steering application/resume evaluation and selection processes ensuring regulatory compliance.
- Navigating team of human resources professionals in recruitment, talent acquisition and selection processes.

Skills and Qualifications:

- Bachelor’s degree in Human Resources Management, Business Administration or related field, and 8 – 10 years of significant and progressive practical experience in recruitment and talent acquisition in a large, diverse organization.
- PHR or SPHR certification required, or must obtain within 12 months of commencement.
- Extensive experience in applicant sourcing, recruiting, interviewing and testing.
- Subject Matter Expert (SME) in full-cycle recruitment, and talent acquisition strategies and methodologies.
- Minimum 5 years demonstrated success in leading recruitment and talent acquisition initiatives in a managerial/supervisory capacity.
- Demonstrated success developing and implementing large scale change.
- Extensive knowledge of the functions and capabilities of an applicant tracking system with strong working knowledge of local, state and federal employment laws.
- Outstanding collaboration and influencing skills and service delivery orientation required.
- Excellent verbal, written, and interpersonal skills are essential.
- Ability to multi-task and manage competing priorities.
- Proficiency with Microsoft Office Suite.

About Our Workforce

With a 15,000+ employee stakeholder workforce, the City of Baltimore's occupations span from executive and managerial to laboring, including public health and safety, clerical, technical, administrative, and support capacities throughout the metropolitan area. Operating under a Civil Service System, the majority of stakeholders are represented by one of nine labor unions; with a large body of appointed positions.

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 authorize the release of criminal conviction information. **This position will remain posted until filled.**

****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.htm>

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