

RECRUITER - BILINGUAL

Code No.: 4-30-401
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for developing and executing a comprehensive recruitment program to attract qualified candidates and ensure the achievement of diverse staffing goals on a continuous basis with a focus on recruiting bilingual candidates. Duties are performed in English and/or Spanish, verbally and in writing. Duties involve developing innovative ways of engaging the public, in particular the Spanish speaking population, in order to educate them in the opportunities available, and developing relationships with community organizations, school districts, colleges, universities, and other agencies. Utilizing various digital media and communication strategies including managing digital communication assets such as a website, job search engines, social media channels, e-mails, and multi-media presentations to implement effective presentations and digital communication are part of the duties. The employee reports directly to, and works under the general supervision of the Director of Recruitment RCSD or other higher-level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Collaborates with department or division heads to identify and compile current and future hiring needs;

Screen, interview, and select candidates to fill vacancies, serving as the potential employee's primary point of contact;

Communicates with administrative staff throughout the recruitment life cycle;

Negotiate and extend offers of employment to candidates;

Participates in retention activities and initiatives for bilingual employees;

Acts as a liaison to outside agencies that serve the Spanish speaking community;

Develops and implements continuous recruiting strategies for bilingual job opportunities;

Develops and implements a plan for increasing participation in civil service examinations including educating the public about the process;

Attracts candidates through databases, online employment forums, and social media, etc;

Gives presentations, leads discussions and delivers and monitors in-service and recruitment seminars;

Promotes job opportunities as attractive employment through bilingual job fairs, career events and community outreach;

Maintains an up-to-date listing of job openings and postings online;

Keeps up-to-date on current recruiting trends and best practices.-

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of effective recruitment and retention techniques related to employment; good knowledge of recruitment systems and technology; good knowledge of local Civil Services rules and regulations; good knowledge of website and social media platform management; good knowledge of interviewing skills; ability to work with various forms of social media; ability to design and implement recruiting strategies; ability to utilize a personal computer and related software; ability to communicate effectively both orally and in writing in English and Spanish; ability to speak before groups in English and Spanish; organizational ability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation with a Bachelor's degree plus two (2) years paid full-time or its part-time equivalent experience in personnel activities involving either recruitment or responsible public contact work*; OR,
- (B) Graduation with an Associate's degree plus four (4) years of experience as defined in (A) above; OR,
- (C) Six (6) years of experience as defined in (A) above; OR,
- (D) An equivalent combination of education and experience defined by the limits of (A), (B), and (C) above.

*Responsible public contact work, for the purposes of these minimum qualifications, is defined as substantial face-to-face, or telephone communication with adults (age 12+) involving customer service, persuasion, teaching, negotiation, explaining, counseling, and similar activities. The nature of the content is such that it requires judgment on the part of the individual in dealing with or responding to another person.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

ADOPTED: October 6, 2022

REVISED: November 7, 2024