

SCHOOL DISTRICT OF SARASOTA COUNTY**JOB DESCRIPTION****TALENT ACQUISITION MANAGER**

SALARY SCHEDULE: ADMINISTRATIVE – I

COST CENTER: HUMAN RESOURCES 9023

QUALIFICATIONS:

- Bachelor's degree in Human Resources, Business Administration, Psychology or closely related field from an accredited college or university.
- Certification in Human Resources (PHR, SPHR, SHRM-CP, SHRM-SCP) or relevant learning and development certification preferred.
- Minimum of five (5) years of experience in Talent Acquisition, or equivalent combination of education and experience.
- Human Resources professional certification preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the general human resources policies and procedures; and knowledge of employee labor laws.
- Possess analytical and interpersonal skills and abilities.
- Possess effective decision-making skills.
- Ability to organize and prioritize activities.
- Ability to communicate effectively, both orally and in writing.
- Possess demonstrable computer skills and proficient in the use of spreadsheet and word processing programs.
- Strong understanding of talent acquisition principles and strategies.

REPORTS TO:

Director of Human Resources, Staffing and Recruitment

JOB OBJECTIVE:

To provide management of strategies and coordination of functions related to the applicant lifecycle including but not limited to recruitment, hiring, and new employee onboarding.

SUPERVISES:

Receptionist
Talent Acquisition Assistants
Talent Acquisition Coordinators

PERFORMANCE RESPONSIBILITIES:

- Develop and manage innovative sourcing strategies to meet the needs of the district.
- Build strong relationships with external stakeholders to develop a pipeline of potential employees.
- Collect, analyze, and maintain data to determine effectiveness of recruitment strategies and identify areas for improvement and/or replication.
- Ensure that organization-wide talent management initiatives are focused and aligned to the strategic plan.
- Collaborate with building and departmental managers to understand skills and competencies required for openings.
- Oversee daily workflow related to job postings and hiring processes to ensure adherence to established protocols.

TALENT ACQUISITION MANAGER (Continued)

- Provide support and guidance when sensitive hiring issues arise requiring consideration and possible action.
- Develop and expand pathways to attract candidates for all positions.
- Maintains knowledge of trends, best practices, and new technologies related to recruitment and onboarding to continually optimize the talent acquisition process.
- Create and increase pathways to attract additional teaching professionals to Sarasota County Schools.
- Implement innovative recruitment methods to attract qualified individuals for all staffing needs.
- Lead in the development, implementation, and maintenance of a comprehensive talent acquisition strategies.
- Track recruitment metrics to determine effectiveness of efforts.
- Exhibit support for the District's vision, mission, goals and priorities.
- Respond to inquiries or concerns in a timely manner.
- Keep supervisor informed of potential problems or unusual events.
- Develop annual goals and objectives consistent with and in support of District goals and priorities.
- Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- Represent, consistently, the District in a positive and professional manner.
- Assist in implementing the District's goals and strategic commitments.
- Exercise proactive leadership in promoting the vision and mission of the District.
- Provide oversight and direction for cooperative planning with other agencies.
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11