



JOB OPPORTUNITY #: 827-1115

HIRING AND RETENTION COORDINATOR
HUMAN RESOURCES AND RISK MANAGEMENT

Responsibilities:

Coordinates the recruitment, hiring, and on-boarding processes for County offices and departments including carrying out and coordinating advertising, recruitment, interviewing, and selection processes. Responsible for conducting new employee on-boarding, providing interview support for hiring authorities, representing the County at recruitment fairs, reviewing and scoring applications as needed, and conducting countywide training. Responsible for memorializing and maintaining protocols for the recruitment and hiring practices of each County office and department, compiling data and creating reports related to employees and applicants, and designing and participating in employee recognition efforts.

Status: Full-time, non-exempt, benefited

Working hours:

8:00 am – 5:00 pm, Monday - Friday

Qualifications:

Bachelor’s degree in related discipline (e.g. human resources, business management, marketing, leadership development, public administration) or equivalent experience. Must have excellent communication, process improvement, and customer service skills as well as a strong ability to work independently and meet deadlines. Must possess a valid Operator’s license.

Starting Hourly Range: \$17.05-18.11

Deadline for Application: Applications will be accepted until the posting is removed.

Apply by visiting our website at www.showmeboone.com/hr .

Benefit-eligible employees receive paid vacation, 13 paid holidays, enrollment in the County Employees Retirement Fund, and two matching deferred compensation plans. Other benefits include 100% County paid or low cost employee health insurance premium options, 100% County paid employee dental premiums, subsidized dependent premiums, and County paid long-term disability and life insurance.

An Affirmative Action/Equal Opportunity Employer