



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Talent Acquisition & Retention Specialist** FLSA Status: **Exempt**
 Job Family: **Support Services** Pay Range: **SS37Y**
 Prepared/Revised Date: **August 1, 2023** Job Code: **34412**

SUMMARY: Responsible for supporting critical talent acquisition needs for PSD by focusing on sourcing, screening, and hiring candidates. Implement, monitor, and evaluate the District’s employer brand engagement strategy through marketing/communications, website and social media management, and job posting advertisements. Work independently and collaboratively to find and attract candidates through various channels, plan interview and selection procedures, and host/participate in virtual and in-person career events including new employee orientations. As part of the Talent Team, this position will assist with applicant tracking system management and configuration, hiring events, building talent pipelines, recruitment and sourcing, and retention strategies. Work on special projects as assigned to support Talent Team. Monitor and reconcile Talent Team budget, orders, and purchases. This position is eligible to be hybrid.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Implement best practices for equitable and diversity-focused recruitment including active and passive recruiting strategies like candidate sourcing with tools like LinkedIn Recruiter, Indeed, and Handshake. Act as a recruiter by finding and contacting candidates and monitoring job postings. Coordinate with hiring managers to identify staffing needs, determine selection criteria, and participate in the hiring process as needed. Respond to daily recruitment inquiries.	D	25%
2. Build and maintain Applicant Tracking System (ATS) strategy in collaboration with hiring managers. Assess candidate information and qualifications, including application and resume information and provide recommendations to hiring managers.	D	25%
3. Create, design, implement, and facilitate in-person/virtual District career events and new employee orientations including Classified, Licensed, and Administrative/Professional staff. Actively participate in networking events, careers fairs, and community engagement events to find/attract qualified applicants and build strong talent pipelines.	W	25%
4. Prepare, monitor, and reconcile the Talent Team budget; process reimbursements; perform budget entries and run financial reports.	M	10%
5. Maintain accurate candidate tracking records. Support talent pipelines by preparing and organizing new and ongoing contracts/agreements. Provide backgrounds checks and assist with hiring and onboarding all student teachers/interns/practicum students.	M	5%
6. Initiate, produce, and edit print and digital publications in collaboration with the Director of Talent Acquisition & Retention for recruitment and retention efforts that promote and enhance the PSD employer brand presence via social media, websites, videos, brochures, guides, and flyers. Manage advertisements of specific jobs and develop a job advertisement (posting) bank for each position in the District.	M	5%
7. Perform other duties as assigned.	Ongoing	4%
8. Attend work and arrive in a timely manner.	Ongoing	1%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in Human Resources, Business, Communications, Marketing, Advertising, or related field
- Three or more years of experience in recruiting, talent acquisition, sourcing, communications, marketing, and/or advertising
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of full-cycle recruitment processes and implementing talent acquisition strategies and plans
- Oral and written communication skills with an ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds
- Bilingual in Spanish preferred
- Knowledge of Applicant Tracking Systems (ATs)
- Knowledge of social media, outreach marketing platforms, and design from a marketing perspective
- Knowledge of print and electronic material development, including social media and websites as integrated strategically into marketing plans
- Critical thinking, problem-solving and analytical skills
- Ability to protect and maintain confidentiality in all aspects of the job
- Ability to work under deadlines; to be flexible in meeting the ever-changing needs of the department
- Ability to manage multiple priorities
- Ability to build and maintain relationships with key stakeholders
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Advanced knowledge of and experience with Microsoft Office products, and/or other department software packages including project management systems and Adobe Creative Suite products
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle, or feed	X			
Reach with hands and arms		X		
Climb or balance	X			





PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct		X		
Compute		X		
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	X
Ability to adjust focus	X



NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	