

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PROGRAM ADMINISTRATOR II RECRUITING/PLACEMENT HUMAN RESOURCES DIVISION

Under general or occasional supervision, performs administrative, professional, and public relations work to develop, recruit, administer, and promote assigned Human Resource functions for the Guilford County Schools. Work involves implementing system-wide recruitment efforts, screening, and placement of licensed personnel that ensure cultural diversity and equal employment opportunity throughout the district. Employee is also responsible for the supervision of the Substitute Office, SEMS (Substitute Employee Management System), substitute hiring process, and presides over unemployment hearings for substitute employees. Reports to the Director Office of Employment.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists with district recruiting efforts to attract, screen, and place the highest quality employees and to ensure cultural diversity and equal employment opportunity.

Manages Substitute Office and SEMS (Substitute Employee Management System). Monitors absence reports and makes recommendations for substitute recruiting efforts. Handles substitute complaints, disputes, unemployment hearings, and makes recommendations for termination of subs as per GCS procedures.

Reviews all eligible applicants to ensure that the district's hiring requirements are adhered.

Coordinates the district-wide screening interview process. Schedules school administrators to ensure adequate measures are in place to meet the recruiting needs of the district.

Offers early employment contracts to candidates meeting district wide screening criteria.

Maintains database of all licensed applicants eligible for hire to ensure principals have access to highly qualified candidates in a timely manner.

Coordinates and schedules district-wide job fairs, and assist with recruiting events for the district.

Participates in recruiting efforts at colleges and university fairs, as requested by the Director of Employment.

PROGRAM ADMINISTRATOR II RECRUITING/PLACEMENT

Makes recommendations for placement as directed by Human Resource Administrators.

Handles district advertising in outside media. Places ads in local and national newspapers and publications, as needed to fill vacancies. Processes billing to ensure accurate statements are forwarded to Accounts Payable in a timely manner.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in Business Administration, Human Resources, or Public Relations and 3 to 5 years of experience in human resource management involving Recruitment or any equivalent combination of training and experience which provides the required combination of knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, printers, copiers, etc. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from supervisors.

Language Ability: Requires the ability to read correspondence, reports, forms, billing statements, invoices, financial statements, rosters, insurance forms, turnaround documents, etc. Requires the ability to prepare correspondence, forms, reports, billing statements, invoices, and financial statements using proper format. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

PROGRAM ADMINISTRATOR II RECRUITING/PLACEMENT

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and government terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to apply the theories of algebra/statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment or tools of the position.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shapes of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of federal, state, and local laws and regulations pertaining to equal opportunity recruiting and hiring practices.

Considerable knowledge of the organization and current operations of GCS.

General knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state, and local laws, rules and regulations.

General knowledge of the current literature, trends, and developments in the fields of personnel administration and equal employment opportunity.

General knowledge of the principles of supervision, organization, and administration.

Working knowledge of the principles and practices of education administration.

Skill in the collection, analysis, and presentation of statistical and technical data.

PROGRAM ADMINISTRATOR II RECRUITING/PLACEMENT

Skill in the operation of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.