



City of Maryville

Position Title: Recruiting and Retention Manager

Position Type: Full-time; Exempt

Salary: Minimum \$63,510 DOQ

What we offer: Excellent benefit package includes health, dental and vision insurance, life insurance, retirement pension with Tennessee Consolidated Retirement System, Section 457 plan, Roth IRA, and 24- hour access to onsite fully equipped fitness center. Full Time employees begin accruing paid vacation and sick leave upon hire.

Closing Date: Open until Filled. Review of applications will begin May 13, 2024.

About This Opportunity:

The City of Maryville is seeking a qualified individual to fill the position of Recruiting and Retention Manager. This highly visible role will be responsible for identifying, developing, and implementing programs to fulfill the recruitment, retention, and training needs of the City. This position requires a commitment to building and maintaining strong, effective professional relationships within the organization and community. The position promotes and supports a “team” work environment committed to continuous improvement. The successful candidate has a demonstrated ability to maintain strict confidentiality and judgment regarding privileged information, recruit quality candidates for various positions, and successfully develop teams and individuals.

Essential Functions:

- Research, develop, execute, and manage full cycle talent acquisition program that matches talent with the various needs of City departments through collaboration with department managers to understand the requirements, responsibilities, duties, and qualifications for City of Maryville positions.
- Utilize HRMS and applicant tracking systems to streamline, implement, and manage recruiting, onboarding, and performance management processes.
- Develop, assist, facilitate, and /or conduct the City’s employee training program for areas such as leadership development, employee job performance and development, and City policies and procedures.
- Conduct follow-up studies of all completed training to evaluate and measure results.
- Monitor and recommend improvements to practices, processes, documentation related to recruiting, retention, training, performance evaluations, job satisfaction, and employee communication.
- Ensures compliance with all applicable federal, state, and local human resources related requirements, laws, and regulations, as well as City of Maryville policies.
- Participate in or lead projects for the Administrative Services Team as needed.
- Research, develop and coordinate implementation of employee satisfaction and feedback programs.
- Collaborate with the Administrative Services team and department representatives to plan and execute internal events and communications designed to improve employee interaction and job satisfaction.
- Other related duties as assigned.

Knowledge, Skills, and Abilities:

- Thorough knowledge of Human Resources principles and practices.
- Thorough knowledge of employment laws, regulations, and best practices.
- Thorough understanding of recruiting processes with the ability to create and implement sourcing strategies for a variety of roles.
- Thorough understanding of training processes, adept with a variety of multimedia training platforms and methods.
- Ability to assess strengths and needs of teams and individuals and design training plans and adapt for varying audiences.
- Strong presentation and communication skills with ability to moderate large groups.
- Excellent people skills, with good negotiation tactics.
- Strong analytical and critical thinking skills.
- Excellent time management skills, with proven ability to meet deadlines.
- Proficient with Microsoft Office Suite or related software and HRMS software.

Education and Experience:

- Bachelor's degree with coursework in human resources, organizational development, or communications or equivalent combination of education and experience.
- Three years of Human Resources experience required. History of leading-edge methods used for talent acquisition, training or organizational development in a multi-departmental environment strongly preferred.

Special Requirement:

Possession of a driver's license valid in the State of Tennessee.

Physical Requirements:

This work is sedentary and requires little to no exertion of force; work regularly requires speaking or hearing, frequent sitting and occasionally requires standing, walking, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

How to Apply:

A City of Maryville employment application is required for consideration. An electronic application is available on our website, www.maryvillegov.com/jobs. Paper applications are available in Human Resources located on the upper level of the Maryville Municipal Building, 400 W. Broadway Ave., Maryville, TN 37801. Please submit your application, cover letter, and resume by email to humanresources@maryville-tn.gov, by fax to 865-273-3434 or in person in Human Resources.

City of Maryville is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.