

DeKalb County Board of Health

Recruitment Coordinator

Position #10480

(Salary is offered based on Education, Experience and/or Budget)

POSTED: July 27, 2020

DEADLINE TO APPLY: August 10, 2020

LOCATION: E.L. Richardson Health Center – Human Resources

ORGANIZATION SUMMARY: DeKalb County Board of Health works to protect, promote and improve the health of those who live, work and play in DeKalb County. We are committed to our mission through service quality, diversity, innovation, a professional workforce and leadership. Our vision is to be the leader in creating a healthier DeKalb through information, education, empowerment, partnerships, policies and planning, quality and excellence. We invite you to come and be a part of our team. For more information about our agency please visit <https://www.dekalbhealth.net>.

WHAT WE OFFER: A generous benefits package, which includes employee retirement plan; 12 paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment, health and childcare spending account.

DUTIES: Under general supervision performs a variety of recruitment tasks to include drafting of announcements, posting vacancies to various online job boards, screening applications/resumes, interview and selection coordination process, reference and background checks. Will also be a member of interview panels. This position is responsible for recruitment and interviewing training. Also, will complete administrative duties to include purchasing and employment verifications.

MINIMUM QUALIFICATIONS: Associate's degree from an accredited college or university **AND** Two years of experience performing personnel-related functions.

PREFERRED QUALIFICATION: In addition to the minimum qualifications, preference will be given to applicants with full cycle recruitment experience. NEOGOV experience is a plus.

NOTE: Employment with the DeKalb County Board of Health is not complete or official until applicants meet all pre-employment requirements. If this position requires a college degree and you are selected for an interview, you will be required to submit official transcripts to the Human Resources Department prior to any official offer of employment.

Not Every Applicant Will Receive an Interview and Only Those Selected for an Interview Will Be Notified

Fingerprint Criminal Records Investigation Is Required



ALL APPLICANTS MUST APPLY FOR THIS POSITION AT:

www.dph.georgia.gov

(Must complete application)

AN EQUAL OPPORTUNITY EMPLOYER

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to:

Michelle.Raines@dph.ga.gov