



# JOB DESCRIPTION

<b>Position Title:</b> Talent Acquisition Manager	<b>Department:</b> HR
<b>FLSA Status:</b> Exempt	<b>Pay:</b>
<b>Reports To:</b> Chief Human Resources Officer	<b>Incumbent:</b>

## JOB SUMMARY:

Oversees TARTA’s recruiting function, identifies staffing needs and helps improve employee retention rates. Creates and implements effective talent acquisition strategies to source viable candidates and assess their suitability for open positions. Must possess considerable skill in interviewing techniques, a good knowledge of all administrative and specialized functions in the company, a basic understanding of the company's organizational structure as well as an extensive knowledge of personnel policy and procedure and federal and state laws regarding employment practices.

One Team! One TARTA! The role of the Talent Acquisition Manager will focus on bringing in new talent to a new TARTA. In 2020, TARTA embarked on a transformational journey with the development of TARTA Next, a ten-year plan to increase community value through public transit services that make a positive impact. This transformation is powered by a dedicated team of professionals in each department from the leadership team to every front-line (and behind the scenes) team member.

## ESSENTIAL FUNCTIONS:

- Oversees overall hiring schedule with emphasis on succession planning.
- Determine staffing needs within organization by working with hiring managers.
- Follows up with hiring managers to ensure updated information on the interview process status.
- Develops and maintains an excellent relationship with internal and external clients to ensure achievement of staffing goals.
- Works with hiring managers to ensure compliance with all federal/state laws and regulations including Affirmative Action Plan compliance.
- Assist in developing advertising programs (internal and external) with Communications Team to ensure high visibility with potential candidates.
- Oversee current candidate activity in the Applicant Tracking System (ATS).
- Manages staff to ensure the application/resume file and retention according to company policy.
- Participate in the development of department goals, objectives, priorities and procedures and implement the same.
- Manage recruiting team and identify staff development and training needs; provide and coordinate training as appropriate.
- Maintains memberships and affiliations with trade/professional organizations related to industry.

Performs other related duties as required; all job descriptions are subject to change.

## KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of recruiting process, procedures, and techniques.
- Self-direction and the ability to take ownership and drive responsibility to completion.
- Good time management skills.



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- Must be hardworking, dedicated with a goal-oriented mindset to help support the organization’s mission.
- Able to collaborate with hiring managers and work as a team to source and find the perfect person for the job.
- Excellent interpersonal skills, organizational skills and proficient communication skills, both verbal and written.
- Ability to address challenges, use creative problem-solving approaches, and drive innovation.
- Ability to relate to all levels of employees within the organization and deliver on recruiting projects and activities using both an individual and team-based approach.
- Comply with all applicable laws and policies regarding employment law and confidential information.

### EQUIPMENT OPERATED:

- Computer applications software and basic office equipment.

### EDUCATION AND EXPERIENCE - REQUIRED:

- Education: Bachelor’s Degree in Business, Human Resources or related, preferred.
- Experience: Five (5) years prior Management experience in Recruiting  
ADP/Workforce software, preferred  
Previous experience in union negotiations
- Credentials:
  - **Licensure**: Valid Driver’s License

**Physical Demands:** The physical demands described here 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. While performing the duties of this job, the employee is frequently required to sit, talk, and/or hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or feel and reach with hands and arms. Extensive use of computer and keyboard and viewing of computer screen is required. Specific vision abilities required of this job include vision, color vision, and ability to adjust focus.

**Work Environment:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is typical of a busy office setting. The noise level in the work environment is usually quiet.

I understand the above duties are not all inclusive and may be changed as needed. I further understand that if I have questions, I must ask my supervisor for clarification.

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 Employee Signature Date

***Toledo Area Regional Transit Authority (TARTA) is an Equal Employment Opportunity (EEO) employer. TARTA does not discriminate against any applicant or employee on the basis of race, color, sex, religion, national origin, age, disability, or any other consideration made unlawful by applicable federal, state or local laws.***