

POSITION POSTING

Date Posted: January 26, 2024
TITLE: Recruitment & Development Coordinator
CLASSIFICATION: Full-Time, Classified, FLSA Exempt
PAY RANGE: \$24.53 to \$34.33 per Hour; Salary commensurate with experience
WORK HOURS: 8:30 A.M. to 4:30 P.M. or comparable schedule
IMMEDIATE SUPERVISOR: Deputy Health Commissioner

GENERAL SUMMARY DESCRIPTION: The Recruitment & Development Coordinator facilitates the processes to recruit new staff and to advance the professional development of existing staff for the Wood County Health Department. The Recruitment & Development Coordinator has core responsibilities in each of the following functions: staff recruitment, new-hire onboarding, professional development, and administration. The Recruitment & Development Coordinator collectively performs these functions to maintain an engaging employee experience and to position the agency to effectively deliver innovative public health services across all divisions and program areas.

MINIMUM EXPERIENCE/QUALIFICATIONS:

- Bachelor's degree in human resources or related field;
 - Current SHRM-CP certification or ability to obtain within 6 months of hire;
 - Knowledge of human resources laws, public health laws, regulations and standards as defined by federal, state and local governments that pertain to functions of the position;
 - Demonstrated experience with the four (4), primary functions of the position: Recruitment, Onboarding, Professional Development, and Administration;
 - Valid Ohio driver's license;
 - Proof of automobile insurance;
- The ability to successfully pass a background check.

An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.

SUBMIT RESUME, COVER LETTER AND SIGNED APPLICATION TO:

Amy Jones
1840 E. Gypsy Lane Road
Bowling Green Ohio 43402
ajones@woodcountyohio.gov

APPLICATIONS WILL BE ACCEPTED UNTIL:

The position is filled

Note: A **signed employment application** must be submitted to be considered for employment with the Wood County Health Department. Resumes submitted without a signed employment application will be considered incomplete. The **employment application**, as well as full information on this and other career opportunities with the Wood County Health Department, can be found at <https://woodcountyhealth.org/career-opportunities/>.

The Wood County Health Department is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Health Department will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.