



CITY OF MEMPHIS
invites applications for the position of:

Recruiter - Human Resources / Talent Management

SALARY: \$1,842.70 - \$2,819.20 Biweekly
\$47,910.20 - \$73,299.20 Annually

OPENING DATE: 01/04/18

CLOSING DATE: 01/19/18 11:59 PM

JOB FUNCTIONS:

Works under the general direction of the Recruiter Supervisor to administer Employment and Human Resources policies and procedures related to recruiting and hiring. Coordinates the overall recruitment process including job posting, interviews, and hiring. Collaborates with managers to meet hiring targets and needs by recruiting candidates with quality talent and facilitates promotion of internal candidates. Maintains posting and interview schedules of job vacancies using effective recruitment channels. Creates and implements competency-based assessments and programs to measure an applicant's learning and thinking ability, habitual patterns, interests, and specific skills. Evaluates, compares, and verifies applicants' educational, training, and employment background to minimum qualifications of posted positions. Extends job offers to selected applicants by preparing job offer letters and certification packet materials. Determines appropriate rate of pay according to HR Policy or consultation with Compensation. Schedules employees for New Employee Orientation and new hire processing including medical examination, background assessment, drug screening, DOT testing, and benefits processing. Conducts training related to employment, selection, and testing policies and procedures as needed. Responds to all questions/inquiries concerning the status of assigned jobs and special projects. Analyzes and recommends solutions for employment-related issues. Makes recommendations to management concerning new recruitment channels to increase qualified applicant pool and effective testing measures used to evaluate candidates. Researches and monitors the job market and various data to prepare complex reports, analyses, and summaries as requested. Maintains and updates applicant database including inputting resumes, generating response letters, and developing applicant-tracking reports. Assists with the development and implementation of the City's web-based recruiting efforts including social media recruitment communication. May serve as a technical liaison with HR Information Systems regarding various system maintenance upgrades and troubleshooting. Assists in preparing the annual recruiting plan and the budget. Participates in recruitment efforts at schools, job fairs, and other outreach opportunities by traveling to various locations throughout the City.

OTHER FUNCTIONS:

1. Performs additional functions (essential or otherwise) which may be assigned.

TYPICAL QUALIFICATIONS:

TYPICAL PHYSICAL DEMANDS: Must be able to communicate clearly both verbally and in writing with management, staff members, and the general public. Requires the ability to operate general office equipment such as a personal computer and telephone. Requires the ability to operate an automobile to travel to various locations throughout the City.

TYPICAL WORKING CONDITIONS: Majority of work is performed in an office environment except during site visits and testing processes. Requires contact with all levels of employees of City Government. Some evening and weekend shifts may be required. May be exposed to changing weather conditions when attending outdoor recruitment events. Travel to various locations throughout the city will be required.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Business or Public Administration, Human Resources, or a related field and five (5) years of progressive professional work experience in performing employee selection activities in a Human Resources environment; or any combination of experience or training which enables one to perform the essential job functions. Must have working experience of software programs including Microsoft Office applications. Must possess and maintain a valid driver's license as a condition of continued employment. Project management experience or experience in a lead capacity preferred. Experience in test development, recruiting, and event planning preferred. Knowledge and experience with applicant tracking software, such as SIGMA, Oracle and optical scanner preferred.

SPECIAL REQUIREMENTS:

The City Charter requires that City Employees must establish residence within Shelby County within six (6) months from date of Employment. Proof of residence will be required at the time of hire.

The City of Memphis is committed to providing access and reasonable accommodation in its services, programs, activities, and employment for individuals with disabilities. To request disability accommodation in the application process, contact the Office of Talent Management at talent.management@memphistn.gov.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofmemphis.org/>

Position #2017-00572-R1
RECRUITER - HUMAN RESOURCES / TALENT MANAGEMENT
AC

125 N. Main Street
Memphis, TN 38103
901-636-6509

Talent.management@memphistn.gov

Recruiter - Human Resources / Talent Management Supplemental Questionnaire

- * 1. Do you have a Bachelor's Degree in Business or Public Administration or Human Resources?
 - Yes
 - No
- * 2. Do you have a minimum five (5) years of progressive professional work experience in performing employee selection activities in a Human Resources environment?
 - Yes
 - No
- * 3. Do you have a valid driver's license?
 - Yes
 - No
- * 4. Briefly describe your experience leading a project dealing with a hiring initiative. What was your role?
- * 5. Please detail your experience and knowledge of Applicant Tracking Systems (ATS)? Name the ATS that you are most familiar.
- * Required Question



CITY OF MEMPHIS
invites applications for the position of:

Mechanic/General Services/Fleet Management

SALARY: \$1,490.73 - \$1,743.54 Biweekly
\$38,758.98 - \$45,332.04 Annually

OPENING DATE: 01/05/18

CLOSING DATE: 01/22/18 11:59 PM

JOB FUNCTIONS:

ESSENTIAL FUNCTIONS: Works under the supervision of a foreman or other assigned supervisor. Conducts and performs maintenance and normal repair on engine systems, automatic transmission/transaxle, manual drive train and axles, suspension and steering, brakes, electrical, and heating and air conditioning. Maintains and documents job history on work orders to accurately depict the service visit and to facilitate the flat rate billing process. Inspects and documents conditions of equipment and reports damages found not related to repair request. Loads and transports vehicles or equipment to and from working area. Cleans residual film from vehicles and equipment upon completion. Keeps tools, equipment and work area clean, organized and in good working condition. Performs preventative maintenance inspections on vehicles and equipment and documents work order discrepancies. Repairs and/or replaces vehicle parts such as batteries, tires, brakes, headlights, wipers and other parts as needed. Assists in performing maintenance on vehicles such as oil changes, filter changes and lubrication. Consults technical reference documentation such as manufacturer's manuals and parts manuals for technical information necessary for repairs. Prepares history files, maintains work logs and maintenance sheets. Reviews invoices and checks for accuracy of pricing parts. Collaborates with other mechanics in resolving more difficult mechanical problems.

OTHER FUNCTIONS:

1. Performs additional functions (essential or otherwise) which may be assigned.

TYPICAL QUALIFICATIONS:

TYPICAL PHYSICAL DEMANDS: Requires the ability to communicate effectively, both orally and in writing with a variety of staff members and management. Requires the ability to operate equipment and mechanical tools such as hydraulic pneumatic tools, electric tools, hand held scanners, code readers, computers with diagnostic software, other diagnostic equipment, impact guns and other various hand tools. Requires the ability to stand for extended periods of time and traverse uneven surfaces. Requires the ability to operate an automobile to and from various working stations and for inspection purposes. Requires the ability to perform manual work which will involve stooping, bending, reaching, crouching, climbing, balancing and lifting equipment and materials, which can weigh up to 50 lbs. or up to 100 lbs. with assistance. Involves contact with staff and city personnel.

TYPICAL WORKING CONDITIONS: Work is performed outdoors and in an automotive repair shop environment. Some field work involved as needed. May be exposed to noise, dust, grease, and fumes. May be exposed to various weather conditions.

MINIMUM QUALIFICATIONS:

Must have two (2) years' experience as an automotive mechanic/technician. Must possess and maintain a valid Class "B" Tennessee (or equivalent out-of-state) Commercial Driver's License or obtain within six (6) months of employment and maintain as a condition of continued employment and must comply with Federal Department of Transportation (DOT) Alcohol and Drug Testing Rules. Automotive Service Excellence (ASE) Certifications in Light Automotive, or Medium-Heavy Truck strongly preferred. Working experience of techniques involved in the use of mechanic hand tools and understanding the basic principles of automotive maintenance/repairs preferred. Additional Automotive Service

Excellence (ASE) Certifications preferred.

SPECIAL REQUIREMENTS:

The City Charter requires that City Employees must establish residence within Shelby County within six (6) months from date of employment. Proof of Residence will be required at the time of hire.

Division: General Services
Service Center: Fleet Management

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofmemphis.org/>

Position #2017-00609 R1
MECHANIC/GENERAL SERVICES/FLEET MANAGEMENT
LJ

125 N. Main Street
Memphis, TN 38103
901-636-6509

Talent.management@memphistn.gov

Mechanic/General Services/Fleet Management Supplemental Questionnaire

* 1. Do you have 2 years experience in automotive/technician?

- Yes
- No

* Required Question