

The Director, Talent Acquisition has overall responsibility for Talent Attraction and Acquisition for the organization. They oversee all attraction, search, pipeline building, interviewing, testing, selection, reference checking, and employment activities. They ensure compliance with regulatory requirements for recruiting and screening candidates.

The Director, Talent Acquisition establishes, implements, and manages policies, plans and procedures that support the achievement of business goals. This role is responsible for bringing proven best practices around recruitment, recruiting operations, reporting, analytics, and sourcing. They serve as talent business partner to the business and an advisor to subordinates to meet schedules and resolve problems. They work on complex issues where analysis of situations or data requires an in-depth knowledge of the organization.

#### **Duties and Responsibilities:**

1. Direct the full cycle recruiting function for the organization. Establish and define consistent processes and procedures for recruitment and onboarding. Develop specific strategies and create new ideas to identify, engage, attract, and assess talent at all levels of the organization. Ensure compliance with regulatory requirements for best hiring practices, talent pipeline building, recruiting, and screening candidates.
2. Oversee and conduct in-depth talent video screens, in-person and/or virtual interviews, interviewing, testing, assessments, candidate calibrations, selection, reference checking, and employment activities for positions at all levels of the organization.
3. Initiate and develop relationships with business partners to cultivate relationships and establish a culture of exceptional customer service by proactively setting appropriate Service Level Agreements to achieve measurable goals. Develop and maintain contacts and network within community groups, vendors, and trade groups.
4. Leverage external and internal data to report on hiring trends, turnover rates, candidate feedback, time-to-fill, cost-per-hire, etc. Provide guidance to hiring managers and Senior Management to facilitate effective, smart hiring decisions. Coach for hiring excellence within the organization to ensure the organization remains in compliance with federal, state, and local requirements and legal practices.
5. Manage contractual relationships with placement agencies, contract recruiters (retained and contingent), job boards, job fairs and various internet job search websites for posting requisitions and surfacing candidates. Analyze results to determine the cost effectiveness of each partner or tool, making appropriate adjustments as needed.
6. Provide input to the preparation of equal employment opportunity (EEO) and affirmative action plan (AAP) statistics and reports. Conduct analysis of AAP results and ensure compliance with AAP requirements and goals.
7. Create, communicate, and enable robust sourcing and recruitment marketing strategies relevant to different hiring populations while ensuring consistent corporate image throughout recruiting campaigns.
8. Manage, maintain, and leverage the Applicant Tracking System and its workflow for best results. Lead with a digital mindset, organize work practices to be efficient and collaborative, drive for results and demonstrate the role as a true talent advisor.
9. Select, develop, and evaluate personnel to ensure the efficient operation of the function. Direct the activities of others to align to meetings business goals and accomplish organizational objectives.
10. Oversee key Talent Acquisition Programs are maintained and continuously improved to ensure effective talent engagement (e.g., New Employment Orientation (NEO), Internships).

#### **Minimum Qualifications and Requirements:**

- Bachelor's degree and 12 or more years' experience, including 6 or more years' supervisory experience or equivalent experience.

#### **Physical Demands and Work Conditions:**



- Normal office environment.
- Vision abilities required by this job include close vision, distance vision, and the ability to adjust focus, such as to work on computers. Ability to see colors, shades, and brightness. Hearing abilities required for general and phone communication, signals, and machine sounds.
- Mobility to occasionally alternate between sitting, standing, walking, crouching, and kneeling as required to perform job responsibilities.
- Requires ability to lift a minimum of 10-25 pounds and up to 40 pounds on occasion with assistance.
- Computers, phones, and standard office equipment.

**Travel Requirements:**

- Travel may be required, as needed.

**Other Duties:**

- Perform other duties as assigned.

**FLSA Classification:** Exempt

**Supervisory Role:** Yes

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*All ATCC employees are expected to follow and abide by the legal, financial, regulatory, safety, and other general guidelines of ATCC, and to conduct their activities in a manner consistent with the highest personal and professional standards.*

**Disclaimer:** *Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. The above statements are intended to describe the general nature and level of work being performed by people assigned to this position at the time this job description was written. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. This document does not create an employment contract, implied or otherwise, and all employees in this position are employed "at-will".*