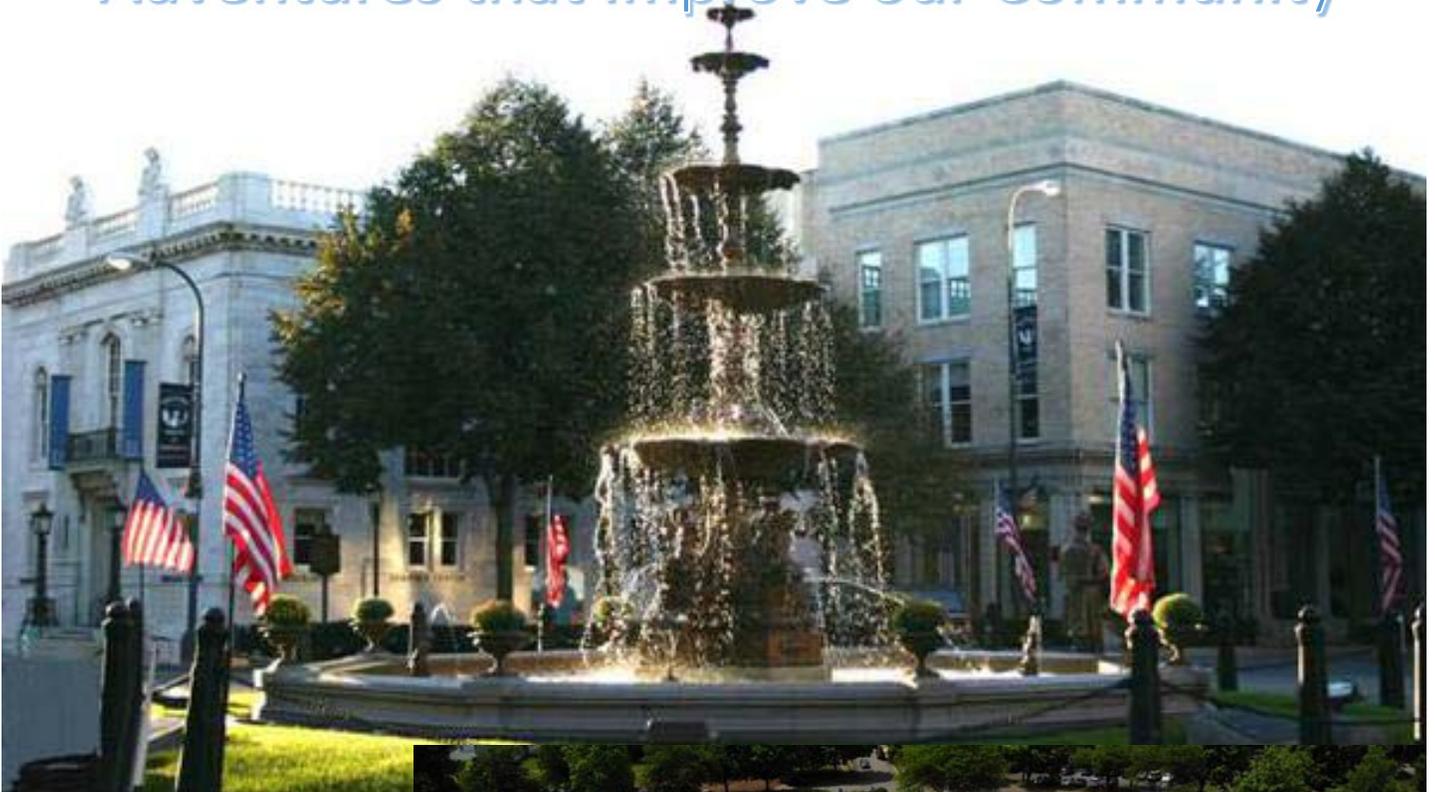


Borough of Chambersburg

Join the Team

Adventures that Improve our Community



Borough of Chambersburg
Personnel Office

**APPLICATIONS MAY BE OBTAINED AT THE
BOROUGH OF CHAMBERSBURG
100 S. SECOND ST. CHAMBERSBURG, PA 17201**

Deadline: Return to Borough Office no later than February 1, 2019

**BOROUGH OF CHAMBERSBURG
POSITION OPENING**

CLASSIFICATION: Diversity, Outreach, and Employment Resources (DOER) Program Manager

RATES OF PAY: Rate \$26.42 per hour

PLACE OF WORK: Borough of Chambersburg Human Resource Department

HOURS OF WORK: Generally 8:00 AM – 5:00 PM Monday through Friday.

TYPE OF WORK:

GENERAL STATEMENT OF DUTIES:

Serves as the Diversity, Outreach, and Employment (DOER) Programs Manager for the Borough by acting in the capacity of the collaborative liaison between the Personnel Office and Department Heads / Supervisors for Human Resources services such as:

- Recruiting highly talented and specialized applicants to work for the Borough of Chambersburg; and
- Community outreach to develop local youth into becoming future highly talented and specialized applicants to work for the Borough; and
- Citizen engagement to explain the role, purpose and mission of the Borough organization to the public;
- The retention and development of our personnel through proper evaluation, testing, training, and counseling; and
- More than an in-house recruiter, the DOER will oversee the development and implementation of a diversified program of community outreach, social interaction, community engagement, and communication to grow the Next Generation of community leaders.

This employee will accomplish the goal of explaining the Borough's role as community leaders and promoting good faith efforts to recruit, employ, and promote qualified minorities, women, individuals with disabilities and veterans; while promoting the widely diversified candidate pool; insuring proper testing and training; and working with each department of the Borough to improve their workforce.

The incumbent will serve as the central point of contact in organizing and creating municipal programs to give the community insight and experience in all Borough departments and functions (i.e. citizen police academy or GIS summer camp programs). This individual will design, implement, and manage these programs, which promote the Borough of Chambersburg as a positive and exciting place to live and work. The employee shall create bulletins and profiles on internet sites for ease of accessibility and communication with the Borough. This employee will manage the employee review and evaluation program including the on-boarding of probationary employees. Reporting to the Human Resource Supervisor and apprising him/her

on the status of day to day Recruitment and Personnel operations, this employee will be responsible for Job Recruitment, Various Statistics Reports, Employee Promotions and Transfers, Personnel Allocations, Upcoming Community Events, Vocational and Educational training opportunities, etc. and performing other related duties as assigned.

DISTINGUISHING FEATURES OF THE CLASS:

As a Personnel Office's Diversity, Outreach, and Employment Resources Programs Manager, the incumbent is responsible for handling a variety of keenly specific administrative details that will assist the Human Resource Supervisor, Borough Manager, Asst. Borough Manager and Council in determining budgeting constraints within the manpower arena. The work may involve performing a variety of tasks including but not limited to independently creating and participating in the gathering of information, managing programs and workshops, public speaking events, making of statistical analyses of workforce development, studying work force trends throughout the organization, and determining strategies to ensure efficient processing of recruitment and retention of highly valued talent. Directives, letters and memoranda are prepared regarding the implementation of administrative rules and regulations. Personnel policy enforcement included. Frequent contacts may be made with outside agencies to resolve problems and develop projects as well as establishing contact. The work requires initiative and independent judgment, exercise of mature judgment, outstanding communication skills, and broad background of experience in the field of outreach and recruitment.

REQUIRED KNOWLEDGE, SKILL, AND ABILITIES:

- Ability to write reports, business correspondence, and procedure manuals.
 - Ability to effectively present information and training materials, and respond to questions from groups of managers, employees, and the general public
 - Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
 - Able to create and implement new processes and procedures.
 - Experience and working knowledge of Microsoft Office Programs.
 - Able to motivate others.
 - Have high attention to details.
 - Have leadership skills.
 - Have supervisory skills.
 - Have above-average public speaking skills.
 - Manage a workshop or group event.
 - Able to work independently or with a team.
 - Specific experience organizing outreach campaigns including setting up roundtables and conferences.
 - Specific experience dealing with diversity training and strategies to address implicit bias.
- Thorough knowledge of research techniques, methods and procedures; thorough knowledge of the principles, methods and practices of recruitment strategies; solid ability to conduct different types of interviews; ability to organize skills assessment centers such as IQ testing, psychometric testing, etc.; having familiarity with personnel databases that promote candidate tracking and qualifications; excellent communication and interpersonal skills as well as strong decision making skills; ability to establish and maintain effective working relationships with employees; local officials and the public. An independent entrepreneurial spirit. Ability to assume the role of a true outgoing leader ready to be a positive Borough figure and the face of a successful outreach program.

EXAMPLES OF WORK:

1. Recruits and employs a highly diversified and talented pool of candidates. Responsible for Advertising Jobs internally and externally using resources such as: Professional Organizations, Newspaper Publications, Cultural Employment Centers, Social Media, Job Fairs and Referrals.
2. Performs on-boarding for new employees by organizing and creating thorough informational packets. Performs exit interviews for those leaving the Organization.
3. Manages the personnel evaluation system and works to retain and train personnel to maximize the Borough's investment in their long term future with the organization.
4. Assists the Human Resource Supervisor in the management and processing of benefits such as Life Insurance, Health Premium Billing, Vocational Training arrangements, Pension Payments, promotions, transfers and resignations as well as creating reports and tracking systems for all procedures.
5. Attends Job Interviews, reviews applications for employment with corresponding departments.
6. With department heads and supervisors, updates Job Descriptions and ensures proper cataloguing and filing for all jobs within the Borough of Chambersburg.
7. Keeps abreast with federal filings such as I-9 forms, Child Support Enforcement, child labor laws, Bureau of Labor Statistics Census reports, etc.
8. Organizes Job Fairs and Community Training Opportunities. Visits area schools and community centers promoting the Borough as a great place to work. Extensive public speaking before audiences.
9. Works with Department Heads and Supervisors to develop workshops, summer camps, and adult education programs to expand the knowledge and involvement of citizens in the work of the municipality. Manages these sessions, lead these sessions, direct volunteers and staff who participate in these outreach events. Extensive autonomous programming management.
10. Statistically track the diversification of the Borough workforce and offer skills and ideas to expand diversity. Reports to the Borough Manager, and when need be Council, on efforts to create a modern workforce.
11. Create personality and technical skills assessments for candidates applying for the wide array of jobs within the Borough.
12. Attend on behalf of the Borough, public meetings, workshops, community roundtables, to represent and liaison between community groups and Borough administration, with respect to outreach, Next Generation, and diversification of the Borough workforce.

ACCEPTABLE EXPERIENCE AND TRAINING:

A Bachelor's Degree or a Master's Degree in Human Resources Management, Industrial Psychology, or related field or an unrelated degree but extensive workplace experience in a similar role for a similar organization. Extensive experience in various personnel recruitment, retention, and selection processes such as reference checks, phone interviewing, etc. Proven work experience as a street-level recruiter in established capacities. Demonstration of strong speaking and communication skills as well as the ability to work within a team and carry out the

goals of Management is required. Candidate must have at least five (5) years of work experience in at least three of the following work functions: benefits administration, administration of Federal, State and Local government personnel, regulations and Laws (such as the FMLA, ADA, and FLSA) is required. Candidate must have demonstration of knowledge of Microsoft word, Microsoft Excel, Microsoft Access and Power Point as well as other tracking programs and software.

Candidate must have and maintain a valid Commonwealth of Pennsylvania motor vehicles license, 3 years clean driving history, and be insurable in the independent opinion of the Borough's motor vehicle insurance underwriter, in order to remain eligible for this position. In addition, candidate must remain free of any situation or occurrence (collectively, an "Act") tending to bring the Borough of Chambersburg into public disrepute, contempt, scandal or ridicule, or tending to shock, insult or offend the majority of the citizens or any protected class or group thereof.

METHOD OF SELECTION:

1. Employees working for the Borough of Chambersburg will be considered first;
2. If a Borough employee does not fill the position, outside persons will be considered in accordance with the Borough's Equal Employment Opportunity Policy. Preference will be given for Borough Residents and non users of tobacco products.
3. Must have and maintain a valid Commonwealth of Pennsylvania motor vehicle operator's license, 3 years clean driving history, and be insurable in the independent opinion of the Borough's motor vehicle insurance underwriter, in order to be eligible for this position.
4. Must possess acceptable level of education and experience.

If interested, contact the Personnel Office at 717-251-2414 or 717-251-2416.

Posted: January 7, 2019
Deadline: February 1, 2019 by 5:00 PM

Jeffrey Stonehill, Borough Manager