



**KENTON COUNTY AIRPORT BOARD**  
invites applications for the position of:

## **Human Resources Associate – Recruitment**

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**CLOSING DATE:**

Open Until Filled

**CLASS SUMMARY:**

Responsible for managing the development and delivery of recruitment, hiring, onboarding and promotional activities. Assists with training and development, performance management succession planning, and other CVG initiatives as assigned.

**ESSENTIAL DUTIES:**

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

- Manages the recruitment life cycle; requisition to hire; including promotional activities. Implements creative strategies to build a pipeline of qualified candidates. Ensures recruitment needs are met in a timely and cost effective manner. Reports analytics including time to fill, cost per hire, etc. and maintains weekly recruitment activity reports.
- Builds applicant sources by researching and contacting community services, high schools, colleges, KY Job Service, etc.; providing organizational information, opportunities, and benefits; making presentations; maintaining rapport.
- Facilitates a high-caliber recruiting experience for the candidate. Coordinates on-boarding program.
- Assures Affirmative Action Plan compliance and support.
- Annually administers the process to evaluate job descriptions to maintain a current job description library for all positions. Revises job descriptions accordingly. Updates on-line application software accordingly.
- Assists with training and development, performance management and succession planning initiatives.
- Responsible for all contract management activities as documented in KCAB Policy 1014, Contract Management. As the subject matter expert responsible for all key aspects of contract management ensuring KCAB's interests are represented in any business activities regarding the agreement. Assists in the preparation of related RFP's, bid specifications, and contract negotiations.
- Performs other duties of a similar nature and level as assigned.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree in a related field to the area of assignment and five years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

- Maintain Security Identification Display Area (SIDA) clearance;
- PHR beneficial.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**KNOWLEDGE OF:**

- Human Resources discipline;
- Federal, State and local wage and hour laws and regulations.

**SKILL IN:**

- Use of a variety of computer-based technologies including Microsoft Office Suite;
- Human Resources Information Systems applications;
- Clearly and effectively communicating, both orally and in writing;

- Establishing and maintaining effective, fair, cooperative, collaborative and respectful relationships with internal and external colleagues, peers, work teams and workgroups.
- Using time effectively on key priorities and ability to provide information to people in a timely manner;
- Acting in a manner of integrity that shows support for the Board, its values and the employees, while maintaining a constant focus on meeting/exceeding customer requirements and expectations;
- Ability to working with and prepare confidential information.

**ABILITIES:**

Positions in this class typically require: reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions. Light Work: exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

**Human Resources Associate - Recruitment Supplemental Questionnaire**

- \* 1. Do you have five years of recruitment activity experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job?

Yes No

- \* 2. Do you have strong software skills; Excel, Word?

Yes No

\* Required Question

Interested candidates can obtain more information and apply at [www.cvgairport.com/jobs](http://www.cvgairport.com/jobs).

**The Kenton County Airport Board is an Equal Opportunity Employer/Minorities/Females/Disabled/Veterans.**