



CITY OF FORT WORTH

Talent Acquisition Manager



THE COMMUNITY

The City of Fort Worth, otherwise known as the “City of Cowboys & Culture,” is at the heart of true Texas hospitality and Western heritage! As the 13th largest city in the U.S., Fort Worth is home to over 950,000 residents representing culturally diverse communities. Located in north central Texas, Fort Worth is designated as one of America’s “Most Livable Communities” and truly offers a melting pot of culture, commerce, community, and yes, cowboys.

While keeping the small-town charm that keeps it unpretentious and charismatic

in all the right ways, Fort Worth is the fastest-growing large city in the nation with great neighborhoods, scenic terrain, and a rich history of arts and culture, paired with world-class opportunities for business and education.

Fort Worth is the #1 tourist destination in Texas and welcomes more than 9.4 million visitors annually. With many events and activities to choose from, Fort Worth has much to offer both tourists and area residents such as Texas Motor Speedway, Billy Bob’s Texas, Fort Worth Stockyards, Kimbell Art Museum, Bass Performance Hall, Sundance Square, Botanic Garden, Fort Worth Zoo, Dickies Arena, Will Rogers Memorial Center, the renowned Fort Worth Cultural District, and headquarters to American Airlines, the world’s largest airline, at the 4th busiest airport in the nation - Dallas-Fort Worth Airport.

The city’s economy is primarily based on six major industry clusters: Aviation/Aerospace, Life Sciences/Health Care, Logistics, Manufacturing, Corporate/Professional, and Energy (oil and gas). The region is also home to some of the state’s most prestigious universities, Texas Christian University (TCU), Texas A&M School of Law, Texas Wesleyan University, and the UNT Health Science Center.



THE ORGANIZATION

The City of Fort Worth is a values-based, customer-focused organization that strives to improve the quality of life for residents by consistently surpassing expectations, exhibiting a high degree of stewardship, and ensuring financial accountability and transparency.

The city operates under the Council-Manager form of government with an at-large Mayor and Council Members representing ten districts. The City Council appoints the City Manager, City Secretary, City Attorney, City Auditor, Municipal Court Judges, and members of City boards and commissions. The City Manager serves as the city’s chief administrative and executive officer and is responsible for guiding and directing day-to-day operations and oversight of all positions. The city has approximately 7,500 employees, an operating budget of \$2.6 billion for FY2024, and an ad valorem tax rate of \$0.6725 per \$100 valuation.



To learn more about
the City of Fort Worth visit:

<https://www.fortworthtexas.gov/Home>

VALUES

Exceptional Customer Experience - We take care of each customer on an individual level by taking the time to address problems, discuss solutions, and make each person feel acknowledged and important.

Accountability - We are always responsible for our own actions and decisions and represent integrity, honesty, and openness to our co-workers and our community members — no matter how big or small of a job.

Ethical Behavior - We operate under a high moral code of ethics, doing the right thing always, even when it's the tougher choice to make. Ethical behavior ensures trust and fosters honesty in times of ease and difficulty.

Diversity - We support and cultivate an open and accepting environment for all people from all walks of life, knowing that inclusion helps make this a better city and a better world to live in.

Mutual Respect - We create an environment of mutual respect that consistently fosters the growth of ideas and the practice of teamwork so everyone feels comfortable and represented in their roles within the community.

Continuous Improvement - We continue to improve our processes and challenge our status quo to ensure that we are always at the forefront of what a city can do to make its residents feel safe, happy, and cared for.



DEPARTMENT OVERVIEW

The City of Fort Worth's Human Resources Department offers employee assistance in the divisions of Talent Acquisition, Benefits and Wellness Administration, HRIS/Records, Organizational Development, Employee and Labor Relations, HR Business Partners, Classification/Compensation, and Risk Management. This department has an annual operating budget for FY2024 of \$6.9M and has a total of 67 FTEs.



The vision for the Department is to be a valued business partner, change agent, and leader in the organization and to assist City departments in hiring, training, and retaining high-performing people. The team places a high priority on customer service, innovation, responsiveness, respect, integrity, expertise, teamwork, communication, and diversity.

To learn more visit: <https://www.fortworthtexas.gov/departments/hr>

THE POSITION

The Talent Acquisition Manager is responsible for overseeing and managing the recruitment and hiring processes within the City of Fort Worth. Their primary focus is on identifying, attracting, and acquiring top talent to meet the staffing needs of 26 city departments, as well as assisting in developing a candidate pipeline for future vacancies. The successful candidate will need to effectively manage the recruitment needs for multiple departments, set priorities and timelines, and navigate governmental processes while providing services citywide. This is a pivotal role in ensuring that the organization has the right people in place to achieve its goals and maintain a competitive advantage in the talent market.

The Talent Acquisition Manager is a leadership role that combines managerial authority with subject matter expertise in acquisition and pipeline development. They will oversee, mentor, and develop seven high-performing recruiters. This is a working manager position, requiring a hands-on approach and a team-oriented mindset. The candidate should also be well-versed in the entire recruiting cycle and be open to implementing enhancements while guiding the team through change management. We operate in a fast-paced, high-volume environment with a diverse range of positions to fill, making innovation in recruiting strategies a must.

The Talent Acquisition Manager works in partnership with City departments to hire and retain high-performing people using a diversity, equity, and inclusion lens, as well as helping to identify and enhance the skills of the employees through training and development opportunities to prepare them to advance in their careers at the City.



The Talent Acquisition Manager will possess these core competencies for the responsibilities of the role:

Leadership: Lead and inspire the Talent Acquisition team, ensuring alignment with the organization's recruitment needs and fostering a highly functioning team that consistently delivers superior results.

Strategic Collaboration: Collaborate closely with divisional and departmental leaders to develop scalable and proactive recruitment processes, strategies, and solutions. Build a talent pipeline to address both current and future workforce needs.

Program Management: Provide oversight to the planning, managing, and implementing new programs and projects that enhance recruitment capabilities.

Employer Branding: Design, plan, and execute employer branding activities to create a positive candidate experience and attract top talent.

Data-Driven Decision-Making: Manage key performance indicators and survey data to enable proactive, data-driven decisions that support organizational goals and initiatives.

Vendor Management: Lead the engagement, coordination, and management of external vendors through procurement processes and contract execution to support recruitment efforts.

Budget Management: Take responsibility for the division's budget, including allocation, monitoring, forecasting, and reconciliation, ensuring financial objectives are met.

Compliance: Ensure compliance with local, state, and federal employment laws, as well as adherence to the organization's policies and procedures.

Networking: Build and maintain a robust network of contacts in expertise and diversity focus areas. Establish and nurture professional partnerships with educational institutes to strengthen recruitment partnerships.

Continuous Improvement: Stay current with best practices and industry trends to support organization leaders with trusted HR advisory support. Continuously enhance Talent Acquisition and related policies and procedures.

■ THE IDEAL CANDIDATE

We are seeking a highly skilled and dynamic Talent Acquisition Manager to lead the City of Fort Worth's recruitment efforts and drive excellence in their talent acquisition processes. The ideal candidate will be an innovative strategic thinker, an inspiring leader, and a data-driven decision-maker. They will have a proven track record conducting full-cycle recruitments, leading teams, and the ability to adapt to processes and policies as they evolve. The successful candidate shall have in-depth knowledge and experience in human resources for mid to large-sized organizations, preferably in the public sector, and stay abreast of the industry's best practices to add value to City operations and recruit top talent.

We're looking for a candidate who can grasp the broader implications of Talent Acquisition (TA) decisions, emphasizing a well-rounded perspective. The ideal candidate should excel in communication and be skilled in influencing change within their department and across the departments they serve. We value proactive decision-making and the ability to ask insightful questions and forward thinking rather than simply reacting to situations. Furthermore, we seek someone with a strategic mindset, capable of envisioning the larger picture and influencing innovative approaches to talent acquisition within the team.

The **Talent Acquisition Manager** will have a proven record of applicable skills, knowledge, and related experience in:

- » Developing and implementing a talent acquisition strategy aligned with current and future workforce requirements.
- » Sourcing candidates through various channels (job boards, social media, employee referrals, etc.), screening resumes, conducting interviews, and making hiring decisions.
- » Creating compelling job postings, improving the candidate experience, and showcasing a company's culture and values.
- » Supervising a team of recruiters or HR professionals involved in the recruitment process. Providing mentorship, training, and guidance to improve team performance.
- » Familiarity with applying Applicant Tracking Systems (ATS) and other recruitment technologies to streamline the hiring process, track candidate progress, and analyze recruitment data.
- » Managing the budget allocated for recruitment efforts, including advertising costs, agency fees, and other expenses associated with talent acquisition.
- » Developing and maintaining recruitment metrics and reporting systems to measure the effectiveness of the talent acquisition process. Use data to make informed decisions and identify areas for improvement.
- » Establishing and managing relationships with external recruitment agencies, job boards, and other vendors to augment the recruitment efforts when needed.
- » Staying up-to-date with industry trends, best practices, and emerging technologies in talent acquisition. Implementing continuous improvement initiatives to enhance the efficiency and effectiveness of the recruitment process.
- » A record of promoting diversity and inclusion in the hiring process by implementing strategies to attract a diverse talent pool and reduce biases in recruitment.
- » Focusing on providing a positive and respectful experience for candidates throughout the recruitment process, regardless of the outcome.
- » Experience with high volume, variety, and high-needs clientele recruiting.

EDUCATION/EXPERIENCE

- » Bachelor's degree in human resources management, public administration, business administration, or a related field from an accredited college or university.
- » Five (5) years of experience in Talent Acquisition with a track record of managing full-cycle recruitment efforts.
- » Two (2) years of supervisory responsibility.
- » Valid Driver's License.
- » Preferred Qualifications:
 - Advanced knowledge of successful full-cycle recruiting and onboarding processes.
 - ATS Integration
 - SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential preferred or equivalent.



COMPENSATION AND BENEFITS

The salary range for this position is **\$101,000–\$120,000** and is commensurate with the selected candidate. The City of Fort Worth also offers employees a competitive benefits and wellness package.

For more information, please visit: <https://www.fortworthtexas.gov/departments/hr/employees/benefits>

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

If you're a motivated leader with a passion for building innovative recruiting processes and pipelines and a commitment to team growth and excellence, we invite you to apply for this exciting opportunity to shape the future of the City of Fort Worth's workforce. Please submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Monday, November 13, 2023**.

To review more information on the position and to submit your materials, visit: <https://www.cpshr.us/recruitment/2249>.

For additional information about this position, please contact:



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Candidates with the most relevant backgrounds will be invited to participate in a preliminary screening interview with the consultant. Those best suited for the position will be invited to interview with the City.

The City of Fort Worth is an equal opportunity employer committed to creating a diverse and inclusive workplace. We welcome applications from candidates of all backgrounds and experiences.

