

City of Vicksburg Job Description

Job Title: HR Recruitment and Employee Relations Coordinator

Department: Human Resources

Reports To: Human Resources Director

FLSA Status: Full-Time, Salaried.

Salary Range: Commensurate with Experience

Approved By: Board of Mayor and Aldermen on May 8, 2026¹

Position Summary:

The HR Recruitment & Employee Relations Coordinator supports the City's workforce needs by leading recruitment efforts, coordinating onboarding, supporting employee relations matters, and assisting with training and HR operations. This position serves as a primary contact for applicants, employees, and supervisors regarding hiring processes, personnel actions, and HR programs. The Coordinator helps ensure the City attracts qualified talent, maintains positive employee relations, and applies all policies consistently, confidentially, and professionally.

Essentials Duties and Responsibilities:

The following duties are not all inclusive. Additional duties may be assigned by the HR Director.

Recruitment:

1. Manage recruitment for positions, including posting vacancies, advertising openings, screening applications, and coordinating interviews.
2. Prepare and publish job announcements on the City website, job boards, newspapers, and other recruitment platforms.
3. Develop applicant pools for difficult to fill positions, which includes but not limited to building lists of interested candidates before openings occur, maintaining resumes from prior applicants, creating internship/apprenticeship pipelines, keeping regular communication with qualified prospects.
4. Attending job fairs and networking events.
5. Contacting and building relationships with trade schools, colleges, and workforce centers.
6. Coordinate pre-employment process, including background checks, reference checks, drug screens, and other required documentation.
7. Assist departments with interview scheduling, candidate communications, and hiring recommendations.
8. Coordinate hiring processes for Police, Fire, and other safety positions.
9. Assist with entry level testing processes for Police and Fire Departments.
10. Organize and represent the City at job fairs, career events, and recruitment outreach activities.

¹ Prepared By: Antoinette Bradley. Prepared Date: February 2018. Amended and Approved: Antoinette Bradley, July 2018
Amended and Approved by: Kim Nailor, July 2022. Amended by: Keyona Henry, April 2026

Onboarding and Offboarding:

1. Assists new employees with onboarding paperwork and required employment forms.
2. Enter employee data into Enters data into Kronos, Munis, Badge Pass and submitting data to the Mississippi Department of Employment Security for I-9 verification.
3. Attend Board Meetings and address non-disciplinary actions.
4. Assists with Entry Level Exam for the Police and Fire Departments.
5. Completes forms for agencies verifying employee's employment as well as wages information when requested.
6. Inputs data from Board meetings into computer system regarding new hires, except pay adjustments, terminations and position changes, as needed. Correspond with payroll to ensure information is accurate.
7. Educates employees on times clock procedures as well as entering new employees into the time clock system.
8. Assists with the hiring process for Police Officers and Firefighters. This includes placing the ad in local or state newspapers, preparing the information to be placed in packages for potential candidates, and assisting with the testing process if necessary.
9. Responds to inquiries regarding policies, procedures, and programs.
10. Adds all status changes to employee records, i.e., promotion, terminations, rate change, certificates for years of service.
11. Assists in maintaining of employees' personnel files, including ensuring all personnel files are kept up to date and accurate.

Employee Relations:

1. Serve as a resource to employees and supervisors regarding policies, procedures, and workplace concerns.
2. Respond to employee inquiries regarding attendance, conduct expectations, and general HR matters.

Training & Organizational Support:

1. Coordinate employee training sessions, leadership development programs, and departmental workshops as needed.
2. Greet visitors and direct them to appropriate staff or departments.
3. Answer telephone calls and respond to inquiries professionally and courteously.
4. Provide temporary support for other HR functions during staff absences or high-volume periods
5. Assists with supply orders for review and approval

Minimum Qualifications:

Required Knowledge, Skills, and Abilities:

1. Knowledge of recruiting practices, interviewing methods, and onboarding procedures
2. Understanding of employee relations principles and workplace professionalism
3. Strong written and verbal communication skills
4. Ability to handle confidential information with discretion
5. Strong organizational skills and attention to detail
6. Ability to manage multiple deadlines and priorities

7. Proficiency in Microsoft Office Suite and HR systems
8. Ability to exercise sound judgment and professionalism
9. Must be a self-starter

Supervisory Responsibilities:

At the request of the HR Director.

Education and Experience:

The individual must be proficient in the use of the English language. Individual must also have an Associate's Degree in the related field or 2 years' of professional work experience. A degree in public relations is preferred but is not required. Experience in Munis, Kronos, or similar systems. HR certification (SHRM-CP, PHR, IPMA-HR) is preferred but not required.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and abilities required. Reasonable accommodations may be made to enable each individual with disabilities to perform the essential functions. Mandatory Overtime, alternative work schedules, and on-call status may be assigned if needed.

Reasoning Ability:

Must have the ability to consistently demonstrate sound ethics and judgment; to think analytically and apply sound judgment; solve problems, make sound decisions based upon facts; and act with integrity

Language Skills/ Computer Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence; speak effectively before groups of employees of the City; and have proficient working knowledge of Microsoft Office Programs

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to sit for long periods of time and run errands for department head 50% of the time.

Other Skills and Abilities

Must be able to work effectively with the public and other employees. Must be able to handle personnel matters confidentially and professionally. Must be organized and able to work with little to no supervision. Requires a valid driver's license and must maintain eligibility to drive as per the City's Vehicle Usage Policy.

Work Environment

The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.