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| POSITION & IDEAL CANDIDATE STATEMENT FOR RECRUITMENT |

**RECRUITMENT INFORMATION**

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| **Recruitment #** |  |
| **Class Title (No.)** |  |
| **Department** |  |
| **Date** |  |

**POSITION STATEMENT**

A compelling position statement should include major responsibilities and workplace factors that provide prospective applicants with a clear idea of what they would do in the position and why they should join your department. Be descriptive and clear when describing the duties of the position and feel free to include information about the culture, department/division successes and impacts, mission, vision and values, or any other information that would let candidates know more about what it’s like to work for your department.

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**IDEAL CANDIDATE PROFILE**

The ideal candidate profile is your opportunity to describe the competencies, traits and skills you are looking for in a candidate. The ideal qualities outlined in this statement should be job related but go beyond the minimum qualifications for the job. Consider including qualities of prior successful incumbents and attributes of top performers in your department when creating this statement

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**SAMPLE POSITION AND IDEAL CANDIDATE STATEMENTS**

**RISK MANAGER**

**The Position**:

Appointed by and working under the direction of the County Administrator, the Risk Manager has responsibility for and authority over the County’s overall risk management, liability, workers’ compensation, and occupational safety programs. This includes performing professional-level risk identification, analysis and planning; recommending appropriate risk transfer across a broad range of services to the County; related financial and budget implementation and reporting, and monitoring results for effectiveness. Additionally, the Risk Manager ensures a safe, secure and healthful work environment in compliance with State and Federal regulations and provides supervision and guidance to a Safety Officer, Workers Compensation Analyst and Administrative staff.

**The Ideal Candidate:**

The ideal candidate has a broad range of professional level operational experience and expertise in both public and private industry that includes healthcare, self-insured California Workers’ Compensation, public safety, insurance portfolio management and contracts. As the head of the Risk Management Division, the successful individual must be able to establish effective collaborative relationships and provide leadership and oversight to two newly appointed, skilled and specialized professionals in Safety and Workers’ Compensation. In addition, the ideal candidate possesses the political astuteness necessary for navigating successfully within the dynamics of the organization while maintaining sensitivity to the competing needs of a wide variety of internal and external stakeholders.