

CITY OF GLENDALE

TITLE:	Employee Development Coordinator	CLASS CODE:	253
REPORTS TO:	Deputy Human Resources Director	GRADE:	28
DEPARTMENT:	Human Resources	FLSA:	E
JOB DESCRIPTION DATE: June 2, 2010 cm			

JOB SUMMARY

Performs responsible professional level work in developing, coordinating, and participating in specialized and general training and development and citywide training programs.

ESSENTIAL FUNCTIONS

1. Plans, organizes, develops and manages organizational development and training programs for the City.
2. Develops programs and materials; conducts or coordinates training with appropriate staff members or outside consultants.
3. Performs needs analysis, conducts research, and develops curricula, programs, and materials for the training function.
4. Develops a method of measuring the effectiveness of training programs.
5. Implements citywide training software and develops processes to track training programs.
6. Develops curricula, programs, and materials for the training function. Conducts personalized classroom training
7. Develops and maintains a system to record all learning activity and develops and tracks key performance measures for learning programs.
8. Administers the educational reimbursement fund as budgeted.

SECONDARY FUNCTIONS

9. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Modern principles and practices of human resource management and administration
Research and data analysis methods and techniques
Instructs others in a classroom setting
Development and implementation of training strategies
Principles of group dynamics and human behavior

Skill in:

Applying above stated knowledge and principles to workplace situations
Establishing and maintaining effective working relationships

Ability to:

- Plan, develop, and execute a comprehensive employee training and development program
- Conduct and facilitate training sessions
- Effectively manage time and plan course agendas accordingly
- Conduct independent research and make sound analysis
- Present subject matter in a group setting
- Plan, organize, and coordinate the execution of training programs
- Formulate reports, compose correspondence, and effectively communicate with City staff and the general public

WORKING CONDITIONS

Office setting.

MINIMUM QUALIFICATIONS

Bachelor's degree in Human Resources, Adult Education, Management, Public or Business Administration, Industrial Relations or a related field and three years of progressively responsible professional experience in training and development, including one year of experience with curriculum design and delivery and development and implementation of a comprehensive employee training program.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona driver's license