

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Training & Development Specialist	BAND/LEVEL:	Prof III
DEPARTMENT:	Human Resources	JOB NO:	2670
DIVISION:	Human Resources Administration	DATE:	3/25/12
REPORTS TO:	Chief Human Resources Officer	FLSA STATUS:	EX
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 191

REPLACES: Training & Development Specialist

DATE: 1/1/2011

JOB SUMMARY STATEMENT:

Administers the City's supervisory and leadership development programs. Designs, develops and delivers leadership, management, department and individual training and development programs/strategies. Evaluates, selects, and manages training vendors and service providers for training programs.

DUTIES AND RESPONSIBILITIES:

1. Administers the City's supervisory development program which includes developing and refining the curriculum; supporting program facilitators, producing and purchasing all training materials; scheduling classrooms; maintaining and tracking attendance; developing a communication plan and strategy; and evaluating effectiveness.
2. Administers the City's Leadership Development Program including researching, refining, and implementing a training strategy to meet organizational needs for leadership competencies.
3. Designs and delivers leadership, management, department and individual training and development programs/strategies to meet City's business objectives.
4. Administers the City's process for compliance with City policy training requirements.
5. Provides development-focused coaching to City employees.
6. Builds diversity awareness and skills through targeted diversity training and the integration of diversity topics in established development programs.
7. Consults with departments to assess training and developmental needs consistent with the City's vision and value statements. Conducts needs analysis, reviewing, evaluating, and developing material for new training programs, modifying existing and proposed programs, and recommending changes.
8. Develops the City's training function through on-going strategic planning and development activities. Conducts on-going process improvements to enhance the effectiveness of the function.
9. Develops in-house training and development resources in support of an active learning culture throughout the City.
10. Evaluates, selects, and manages training vendors and service providers for all-City employee training programs. Ensures access and appropriate selection of state-of-the art external resources such as consultants, training programs, university-affiliated education and training programs, speakers, leadership competency research, and computer-based training.
11. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with supervisors, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
12. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

Title: Training & Development Specialist
Cost Center: 191
Date: 3/25/12
Page 2

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in education, business administration, organizational development, human resources, or a related field of study, or an equivalent combination of formal education and work experience. Active member in the local and national American Society for Training & Development is preferred.

EXPERIENCE:

Five years of experience in a training and development environment.

SKILLS:

1. Must have effective communication skills (written and oral).
2. Excellent presentation, leadership, and facilitation skills.
3. Must be proficient in the use of wordprocessing, spreadsheet, and presentation software, with preference for proficiency with Microsoft Office Suite of products including Word, Excel, Access, PowerPoint, and Outlook.
4. Strong editorial skills.
5. Must be analytical and detail-oriented with strong organizational skills.
6. Good proofreading.

MENTAL REQUIREMENTS:

1. Ability to analyze and recommend possible solutions.
2. Ability to handle variety of activities, projects, and changes.
3. Ability to present information to various levels of employees.
4. Diplomacy and judgement.
5. Ability to learn and understand PC software applications.
6. Ability to meet deadlines.
7. Ability to work in a hectic environment with many interruptions.

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls.
2. Hand and eye coordination adequate to input computer and typewriter.
3. Visual stamina and acuity adequate to review alpha/numeric data.
4. Ability to operate calculator and copier.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.