

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Training and Development Specialist, Senior	BAND/LEVEL:	Prof III
DEPARTMENT:	Human Resources	JOB NO:	2675
DIVISION:	Human Resources Administration	DATE:	4/14/2014
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: New position

DATE: 4/14/2014

JOB SUMMARY STATEMENT:

Administers the City's supervisory and leadership development programs. Provides strategic leadership related to the City's training and development and talent management functions. Leads projects and project teams focused on organizational development priorities and change initiatives. Provides internal development consulting and coaching to City leadership. 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 Leadership Development Program, including designing, delivering and managing a strategy to build leadership competencies consistent with organizational values, mission and vision.
2. Designs and delivers training and development programs/strategies that address organizational priorities, supervisory development, and citywide training needs. Conducts needs analysis, reviews, evaluates, and develops material for new training programs, modifies existing and proposed programs, and recommends changes.
3. Develops the City's training and development function through on-going strategic planning and alignment with organizational priorities. Integrates training and development with talent management strategies.
4. Serves on projects and leads project teams focused on achieving organizational priorities and talent management objectives.
5. Consults with departments to assess and address department, division, team and individual training and development needs, including the most effective use of department training budgets.
6. Provides development-focused coaching to City leadership and employees.
7. Provides consultation and facilitates performance improvement interventions at the individual, team/division and department levels.
8. Administers the City's process for compliance with the City Educational Assistance - Tuition Reimbursement Policy.
9. Stays current with learning innovations and developments and makes recommendations to enhance the effectiveness of the training and development function.
10. Develops in-house training and development resources in support of an active learning culture throughout the City.
11. 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.
12. 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.
13. 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,

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where applicable.

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:

Eight years of experience in a training and development environment. with a minimum of three years of experience in organization development functions

SKILLS:

1. Must have effective communication skills (written and oral).
2. Excellent presentation, team leadership, project management, instructional design and facilitation skills.
3. Must be proficient in the use of wordprocessing, spreadsheet, and presentation software, with preference for proficiency with Google Apps. .
4. Strong editorial and research skills.
5. Must be analytical and detail-oriented with strong organizational skills.
6. Strong interpersonal skills
7. 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. Ability to operate calculator and copier.
4. Ability to carry program materials to training locations
5. Ability to arrange room set up for training classes

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.