

ORGANIZATIONAL AND DEVELOPMENT COORDINATOR

The City of Salem seeks a HR professional to add to our team. The Organizational and Development Coordinator will be responsible for the planning, coordination and implementation of the organization's training and development programs. Applications will be accepted online and a cover letter, resume, and three professional references are required to be considered for the position. <https://salemva.gov/Departments/Human-Resources/Job-Openings>

General Definition of Work

Performs complex and responsible professional and administrative human resources work in the City's human resources department. Evaluates City training needs and develops comprehensive programs that address identified needs and organizational goals and objectives. Conducts supervisory, leadership and professional development programs for entry, first-line supervisors, staff, and management. Conducts needs analysis for training, skill development and skill assessment. Development, implementation, and evaluation of a coordinated, comprehensive training program for the City are the primary responsibilities of the Organizational and Development Coordinator. Reports directly to the Director of Human Resources.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Coordinate the development and administration of Citywide training programs utilizing internal and external training resources and satellite and distance learning technology that allows flexibility in scheduling.

Coordinate the assessment of individual, departmental, and Citywide training needs; and implements the development and delivery of programs to meet those needs.

Develops and maintains training manuals, reference library, training technology and other educational materials.

Conducts training sessions utilizing various methods including lecture, role playing and other methods as may be appropriate.

Develops a schedule of classes designed for progressive skill development of employees, especially in the area of management and leadership development.

Promotes training efforts within the County including recruiting participants, tracking participation, and providing recognition upon completion of programs.

Efficient use of fiscal resources to keep costs per person or per Department to the lowest level possible without jeopardizing program quality.

Establishes a course syllabus and learning objectives for each program offered.

Develops and maintains a regular course calendar to be published on HR's Intranet site. Course announcements, when appropriate, to be distributed 4-6 weeks prior to class.

Creates and maintains reference files, master copies of course materials, and training participation (especially those provided internally).

Effectively communicates various subjects via group presentation, development of visual or written materials, website updates or group facilitation.

Coordinates or participates in special projects as assigned.

Performs clerical work as needed to support training functions.

Review, approve, or deny, all applications for tuition reimbursement to determine eligibility; and administer the tuition reimbursement budget, maintaining reimbursement to maximize cost/benefit ratio.

Assist the Human Resource Director in the Citywide employee evaluation system to develop, revise, and administer the Performance Evaluation Policy.

Facilitates and/or coordinates New Employee Orientation sessions onsite and/or online.

Education and Experience

Bachelor's degree from four-year college or university with major work in business or public administration, adult education, or related field; Possesses comprehensive knowledge of HR practices and procedures including employment laws. Masters in organization and training development preferred but not required; three (3) to six (6) years related experience and/or training in the development and implementation of an organization-wide training program; or equivalent combination of education and experience.

Knowledge, Skills and Abilities

Comprehensive knowledge of learning models, training and development, program development and delivery, employee relations, and research and analysis in relation to Human Resources. thorough knowledge of the accepted principles and practices of human resources administration. Ability to communicate effectively orally and in writing with all levels of staff and the public. Ability to work independently, compile data and to make accurate and complete reports. Ability to develop strong relationships at all levels of the organization with a high level of business acumen; Effective public speaking and presentation skills. Ability to adapt training methods to diverse audiences. Ability to facilitate group/team training and discussions.

Physical Requirements

This work is sedentary and requires little to no exertion of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing and occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Professional Certification issued by IPMA-CP, SHRM-CP, PHR, or CPLP preferred but not required.