ORGANIZATION AND EMPLOYEE DEVELOPMENT MANAGER
(Equity and Human Resources)

Must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated below:

MAJOR FUNCTION

Position will lead the Organization and Employee Development (OED) team within the Equity and Human Resources (Equity/HR) division. Position will lead and facilitate the implementation of learning programs and initiatives to promote optimal individual, team and organizational effectiveness. Creates and delivers initiatives that support the County including, on-boarding, orientation, communication, leadership development, performance management, succession planning and other specialty/custom development programs as needed.

ILLUSTRATIVE DUTIES

- Audits and assesses training and development needs and effectiveness across the county.
- Sets direction on content and process of the curriculum and specific courses.
- Identifies training best practices and develop project pilots and implementation of strategies.
- Develops training manuals.
- Coordinates and implements training programs.
- Develops and produces videotapes and/or films.
- Scheduling of training sessions for individual training programs.
- Provides training to all levels of the organization.
- Recommends and selects experienced instructors.
- Evaluates external learning resources such as videos, training programs, and testing instruments.
- Selects and develops training curriculum and resource material, including course outlines, manuals, and audio and video materials.
- Identifies, selects, and negotiates with contract trainers for countywide training and education programs.
- Coordinates, schedules, and evaluates training activities, ensuring that all learning programs meet the organization development goals of the County.
- Prepares and monitors the OED section budget and oversees unit training records, keeping the Equity/HR Director informed.
- Briefs and recommends action to the Equity H/R Director on existing or new county-wide policies and procedures as they affect the organization development effort, morale and training.
- Works with leaders to prepare development plans.
- Works on special projects, as assigned by the Equity/HR Director.
- Performs related work as required.
ORGANIZATION AND EMPLOYEE DEVELOPMENT MANAGER
(Equity and Human Resources)
(Continued)

KNOWLEDGE, ABILITIES AND SKILLS
Knowledge of Organization Development theory and demonstrated successful experience in working in a demanding, high performance work environment.

Must have coaching/team development/project management skills coupled with experience in diagnosing organizational/individual needs.

Strong program design and development skills.

Ability to perform the role of leader and effectively utilize group dynamic skills and techniques.

Ability to present information to groups in an organized and timely manner.

Must possess excellent communication skills both verbally and in writing as to effectively collaborate and communicate with respective training and development stakeholders.

Must possess creative ability, writing proficiency, and visual graphics design ability. Must be a good organizer, meticulous, and a good public speaker at ease moderating large groups.

MINIMUM QUALIFICATIONS
Graduate of an accredited four (4) year college or university with a degree in Organization Development, Communications, Human Resource Management or a related field.

Five (5) years current professional experience, including three (3) years in an organizational development/training or staff development capacity.

Three (3) years current leadership experience, with at least two (2) years supervisory experience.

Two (2) years of experience designing, writing and implementing development programs. (Professional, manager and/or executive level programs).

Must possess a valid driver license and be able to secure a valid Florida driver license at the time of employment.

SPECIAL PREFERENCE
Prefer applicants who possess a Master’s Degree in Organization Development or a related field.

SPECIAL REQUIREMENT
This position may be required to report for work when a declaration of emergency has been declared in Polk County.