



*The City Beautiful*

## City of Coral Gables Job Description

**Job Title:** Organizational Development and  
Training Specialist  
**Department:** Human Resources  
**Classification:**  
**Pay grade:** Part-Time (\$35.00)  
**FLSA:** Non-Exempt

**Prepared Date:** 11/2016

**Approved By:** HR/CM

### Summary

This is an advanced professional position responsible for employee Training and Development and specialized functions related to employee recognition and life programs within the City. Emphasis of the work is in the implementation and coordination of training programs which meet departmental and City-wide needs. Supervision is received from the Human Resources Director who reviews program activities for timely progress and quality of results in meeting City goals and objectives related to Training and Development.

### Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Develops needs assessment survey tools to determine specific employee Training and Development needs; evaluates potential training resources both internally and externally; makes recommendations as needed.

Develops, conducts, monitors and implements a variety of employee Training and Development programs; presents and evaluates internal and external training programs.

Researches, develops, implements, monitors and evaluates in person, lunch and learn events, and/or web based interactive employee training in topics that include but are not limited to: employee on boarding and orientation, leadership challenges and supervision, visioning, benchmarking best practices and process analysis, creating and sustaining a supportive environment, building accountability, communication skills, team building, customer service, civility in the workplace, coaching and counseling, organizational behavior, strategic management decision-making, leadership and management excellence, conflict resolution, anger and stress management, disciplinary action, performance appraisals, substance abuse, harassment prevention, embracing diversity, ethics and values, computers and technology and safety topics.

Provides technical assistance to supervisors, managers and administrators to meet the Training and Development goals and requirements of their staff.

Coordinates employee Training and Development programs to meet technological, program changes, or other department goals.

May supervise administrative support staff involved in Training and Development.

Assists in the coordination of specialty program areas including: exit interview counseling and alternative post-employment career seminars.

Develops and coordinates programs to promote employee participation and morale, including public service recognition, service awards and employee recognition programs.

Serves as a liaison with consulting firms, colleges, universities, and other instructional organizations.

Completes narrative and statistical reports, including compiling evaluation reports of completed trainings.

Keeps current and informed on training and development industry trends and other published information in various related training and organizational development fields.

Performs other related tasks as required.

**Knowledge, Skills, and Abilities:**

Knowledge of department operations, personnel rules and regulations, and City's policies and procedures. Considerable knowledge of training practices, procedures and development. Ability to plan, prepare and deliver effective training programs in a clear and concise manner and to stimulate enthusiasm in participants. Ability to establish and maintain effective working relationships with departmental and other city employees, representatives of other agencies and the public. Excellent written and oral communication skills. Ability to work independently. Ability to evaluate training accomplishments and recommend alternative plans. Ability to prepare complete and comprehensive narrative and statistical training reports.

**Physical Requirements:**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machines. Work is performed indoors within a quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

**Minimum Education and Experience:**

Graduation from an accredited college or university with a Bachelor's degree in human resources, business or public administration, organizational development, adult education or related field.

Three (3) years of experience in planning, developing, implementing, and conducting training programs.

Any appropriate combination of relevant education and/or work experience may be considered.