



## CLASS SPECIFICATION

Class Code: 18428  
Date Est: 12/2017  
Last Rev:  
Last Title Chg:  
FLSA: non-exempt  
Probation: 12 months

### LEARNING DEVELOPMENT COORDINATOR

#### **DEFINITION**

Under general administrative direction, plans, develops and coordinates the Training and Employee Development Programs for the County in accordance with the County's strategic plan; promotes organizational learning and employee development to meet current and future service needs; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university in business administration, communications, human resource management, education, behavioral science or a closely related field AND three years of full-time professional experience planning, designing and presenting training programs; OR an equivalent combination of related training and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over assigned staff.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Schedule and conduct training classes in accordance with County strategic needs and established time frames, to update and maintain employee knowledge, skills and abilities.

Promote strategic priorities for employee development by planning, developing, coordinating and evaluating a variety of training programs to update employee skills and enhance job performance.

Design a variety of training classes including the development of curriculum that incorporates audio-visual aids, producing materials for classroom exercises, development of customized training to meet individual department needs, arranging for guest speakers and developing a list of associated reading materials to ensure the deliverance of effective instruction.

Conduct periodic needs assessment studies with County management and employees to identify current and future training needs and develop strategies to enhance organizational effectiveness.

Coordinate training programs with other County departments and local public agencies to maximize employee development opportunities and ensure the timely and cost effective delivery of service.

Research new trends, technologies and organizational development strategies to ensure training programs are consistent with the County's long-range plan.

Arrange for internal staff with technical expertise and professional consultants to provide training on topics identified through needs assessment surveys and in accordance with the County strategic plan.

Evaluate internal and external training programs to measure level of effectiveness against goals and objectives; submit periodic narrative and statistical reports to management for review of the program effectiveness.

Assist with the development of an annual budget for the training and employee development programs by providing recommendations and justification for staffing, vendors, equipment and supplies to submit as part of the Human Resources' annual budget.

Design assessment tools to identify organizational problems, performance deficiencies and departmental needs; design specific training programs to enhance organizational effectiveness.

Supervise assigned staff, which includes the assignment and review of work, establishing work schedules, conducting performance evaluations, implementing conflict resolution procedures, and administering disciplinary measures when necessary.

Develop, implement and maintain design and content for internet and intranet websites.

Design and implement online, interactive web based data management and reporting systems.

Represent the department at meetings with Technology Services and participate on committees involving county information technology.

Ensure assigned staff performs duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

Organizational structure and operations of Washoe County as they relate to programs, activities and functions of assigned area(s).

Federal laws pertaining to personnel management such as affirmative action, sexual harassment, discrimination, Fair Labor Standards Act, American Disabilities Act, Family Leave Act and Equal Employment Opportunity.

State and local laws, statutes and codes such as the Washoe County Merit Personnel Ordinance and collective bargaining agreements.

Information systems and software programs unique to Human Resources.

Washoe County's organizational structure and strategic plan.

Departmental/divisional policies and procedures.

#### **Ability to:**

Supervise, develop and evaluate assigned staff.

Understand the organization and operation of the County and outside agencies.

Plan, design and implement training programs which address needs specific to Washoe County.

Follow County protocols and policies for web development/maintenance and technology implementation/administration.

Administer intranet/internet website in accordance with County policy and design parameters.

**Entry Level** (*Applicants will be screened for possession of these through written, oral, performance, and other evaluation procedures.*)

**Knowledge of:**

Program planning and evaluation techniques.

Effective training methodologies and techniques for adult learning.

Team development techniques and group dynamics.

Principles of web maintenance and design.

**Ability to:**

Make effective presentations.

Research, compile and analyze data.

Establish goals, objectives and develop strategies to address targeted needs.

Plan, organize and deliver a variety of training classes.

Develop curriculum and multimedia training materials.

Operate a personal computer, multimedia equipment and a variety of commercial software packages.

Write correspondence, memoranda, narrative and statistical reports.

Communicate orally in a clear, concise manner, tailoring the message to the intended audience.

Design survey and assessment tools.

Establish, maintain and foster effective and collaborative working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS** (*Essential duties require the following physical skills and work environment.*)

Ability to work in a standard office environment. Ability to stand for extended periods during training programs.

Ability to travel to different sites/locations. Ability to lift and move objects weighing up to 50 pounds.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*