

## **EMPLOYEE DEVELOPMENT COORDINATOR**

### **PURPOSE AND NATURE OF WORK**

Position is responsible for designing and implementing employee development programs for the City-Parish Government. Work involves coordinating non-technical training through effective utilization of in-house and external resources, disseminating information and explaining personnel policies and procedures, and providing support for other personnel functions. Incumbent may report to the Administrative Operations Supervisor or the Utility Support Services Manager.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by the incumbent in this class. All of the duties performed by the incumbent may not be listed.)

Assesses training needs, designs and develops training programs, conducts training presentations, arranges for presentations by outside sources, and evaluates training programs. Training areas include supervision, management, performance evaluation, communication skills, grievance and disciplinary procedures, drug free workplace policy, and employee orientation. Develops and maintains a reference library of training manuals, audio/visual aids, and other educational materials. Reviews external training programs and advises if they are applicable to the City-Parish Government's needs. Assists employees in registration for basic educational courses and maintains employee training records. Organizes and monitors programs designed to increase morale and productivity. Presents drug free workplace policy to employees and supervisors through training sessions focusing on methods of detection, employee assistance, and penalties for abuse. Counsels individual employees on policies as appropriate. Distributes informational literature on a variety of employee development concerns. Recommends and justifies the employee development budget.

Performs related work as required.

### **NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS**

Considerable knowledge of employee training program design and training techniques.

Considerable knowledge of techniques used to effectively communicate policy and procedural information to employees.

Knowledge of applicable personnel law.

Ability to communicate effectively to large groups, small groups, and individuals.

Ability to assess training needs, design and implement training programs, and evaluate training effectiveness.

Ability to develop and maintain records, and prepare and deliver oral and written reports.

Ability to establish and maintain effective working relationships with City-Parish officials, employees, and external agencies.

### **DESIRABLE TRAINING AND EXPERIENCE**

Bachelor's degree with a concentration of coursework in Personnel Administration, Business Communication, or related field; considerable experience in employee development or relations, personnel administration, and group training; or an equivalent combination of training and experience.