

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Staff Development Coordinator**

Dept: **Human Resources**

Job Code Number: **10812**

Reports to: **Human Resources Manager**

Grade Number: **20, Non-represented**

Effective Date: **July 2001**

FLSA Status: **Exempt**

General Position Summary:

Develop and implement a comprehensive training program that supports and enhances the short and long-range mission, goals and strategies of the King County Library System and provides the KCLS staff with the ability and capability to meet organizational and position objectives.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Identify training and development needs for KCLS staff at all levels within the organization. Based on needs assessment, develop and recommend a comprehensive training program to include internal and external courses, conferences and on-line learning resources.
2. Design and coordinate the implementation of the KCLS training package including: needs assessment, learning objectives, course content, course materials, presentation and training program evaluation.
3. Recommend and develop curriculum tracks to support and enhance the staff to pursue particular learning paths relevant to their work at KCLS.
4. Develop and provide individual or customized training courses requested by individuals including preparing learning objectives, designing course content and materials, evaluation tools and facilitating courses.
5. Consult with managers and supervisors to identify training needs for staff. Personally present and/or oversee the presentation of materials.
6. Manage departmental staff performing functions such as selection, training and development, work direction, goal setting and achievement, performance evaluation and other human resource activities.
7. Draft, recommend and implement policies, procedures and processes pertaining to training, conferences, level of funding, travel, paid travel time, certifications and other issues as they arise pertaining to the training and development function.

8. Identify and negotiate with external consultants and service providers capable of developing and presenting training materials that are consistent with KCLS objectives. Write, negotiate and sign for contracted services. Monitor the effectiveness of service provided and take corrective action when required.
9. Assure that the training database is accurate and current.
10. Develop and administer annual operating budget for the department including training, conferences, and other educational opportunities.

Secondary Duties:

1. Actively participate on internal task forces and community projects.
2. Periodically work the public desk within the library as a means of staying in touch with the community library system, personnel and the public.
3. Provide backup for trainers.
4. Perform other related duties as required or as assigned.

Communication:

The position has frequent contact with KCLS staff members (customers) and contacts with vendors. Contacts with internal customers typically involve exchanging information (understanding customer needs and presenting information intended to enhance individual knowledge, skills and abilities). Contacts with vendors involve communicating KCLS training needs, establish course content and negotiating service contracts. Communication frequently contains confidential or sensitive information necessitating discretion at all times.

Initiative:

The position develops policies, practices and procedures for the training department and recommends policies and programs that apply across the organization. . The position is responsible for solving problems within the department and across the organization related to training. The position is involved in developing new training programs, as needs dictate. The position involves a high degree of complexity requiring the need to develop performance improvement, technical and managerial training programs that are beneficial to students with varying levels of knowledge and ability. The position operates independently with some supervision for new or unusual situations or assignments.. The position frequently encounters new and varied work situations and is required to spend significant amount of time on creative or developmental endeavors requiring both original work and substantial refinement of previous practices. Decisions are typically made within general organizational policy constraints and guidelines.

Accountability:

The position encounters frequent interruption requiring maximum flexibility. The position is instrumental in preparing operational and strategic plans for the department and is responsible for implementing plans related to the overall training package. Decisions

typically made by this position have far reaching effects on the abilities and capabilities of those being trained. Management seldom checks the work.

Leadership:

The position is responsible for mentoring as a section supervisor. The position is responsible for role modeling and promoting KCLS values throughout the organization.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree in human resources, education, or related field. An advanced degree in library and/or information science is preferred.
- Five to eight years of experience as a librarian or educator, with considerable experience developing effective training courses and programs, and managing educational services.

Knowledge Skills and Ability:

- Extensive knowledge of training program design, presentation and evaluation.
- Extensive knowledge of principles of adult education.
- Working knowledge of library operations, functions and services provided.

Ability to:

- Develop and implement plans in support of the training function.
- Present materials in an interesting and informative manner.
- Effectively listen to students as part of understanding their training needs.
- Effectively communicate at all levels in the organization.
- Use diplomacy and tact to establish and maintain relationships with KCLS employees and vendors.
- Manage time effectively and organize training programs and materials and remain on task despite interruptions.
- Create interesting and informative training programs.
- Work independently with minimal supervision.
- Communicate effectively with a diverse population.

Skill in:

- Presenting materials and training programs.
- Designing instructional materials relevant to KCLS objective and to students' work responsibilities and work situations.
- Applying the principles of adult education.
- Reading the needs, frustrations and learning abilities of students and modifying training programs as appropriate.

SPECIAL REQUIREMENTS

Valid Washington driver's license.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a normal office environment. Work involves substantial overtime, frequent sitting and extensive close work (eyestrain) and PC monitoring.

Advancement Possibilities:

Open depending on education, training and experience

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
HR Manager

Final: 7/31/01