



EMPLOYMENT OPPORTUNITIES

Employee Development Coordinator

July 9, 2010

Req. # 053-10
Pos. #1210-02

Employee Development Coordinator
County Administration/Human Resources
Salary Range: \$43,665.00-\$88,437.00 Annually*

The Employee Development Coordinator is responsible for assisting in the design, development, coordination and delivery of employee and organizational development and training programs for the organization.

ESSENTIAL JOB FUNCTIONS: An employee in this position develops, coordinates and implements the County Training and Employee Development Programs; designs, develops, purchase, delivers, markets, modify, evaluates and revises a variety of training and employee development programs, develop course content and support materials to meet the needs of a diverse workforce by utilizing a variety of learning styles and approaches; design pamphlets, brochures, handouts, PowerPoint presentations, podcasts, etc.; schedules and maintains the training calendar; inputs, organizes, updates and maintains all employee training records, participant evaluations, sign- in sheets and certificates of completion; manages expenditures of the County's training budget; schedules training sessions, coordinates facility setup, audiovisual setup and employee notification and evaluates each training session; conducts annual organizational needs assessment and prepare annual training report to include return on investment (ROI) and the value of training initiatives; administers Tuition Assistance and Education Incentive Pay Programs; coordinates Employee Performance Appraisal Process; conducts Electronic Appraisal system training; manages Employee Awards Program; administers the Summer Youth Training Program; works with the Board and Clerk of Courts to secure worksites for students; manages hiring process and program for summer youth workers and conducts Summer Youth Orientation; assists with New Employees Orientation and other training programs, lunch and learns, etc.; serves as websteard and communications liaison for Human Resources; assists Employee Relations Manager with other related tasks and County Programs.

REQUIREMENTS: Requires graduation from an accredited four year college or university with a Bachelor's degree in Human Resources Management, Instructional Design, Organizational Development, Public Administration, Communications, Adult Education, or a related field, and three (3) years of related experience; **or an equivalent combination of training and related experience.** Knowledge in training analysis and instructional design and adult learning styles required. Extensive facilitation and presentation skills are required. E-learning, multimedia, and podcast experience preferred. **Training program portfolio required at time of interview.**

APPLICATION DEADLINE: July 23, 2010

***Initial placement may be negotiated up to 25% above the minimum salary based on verified related education, experience, and training above the minimum requirements.**

Reasonable accommodations and assistance are available to disabled applicants under the Americans with Disabilities Act (ADA) of 1990.

FOR FURTHER INFORMATION, contact the Leon County Human Resources Division at (850) 606-2400. Applicants are encouraged to visit our Leon County Home Page at <http://www.leoncountyfl.gov>. Applicants may send inquiries to our E-mail address: boatwrightl@leoncountyfl.gov. A **completed** Leon County Board of County Commissioners application is required and must be **postmarked** no later than **5:00pm Friday, July 23, 2010**. **APPLY** online, in person or by mail to:

Leon County Human Resources Division
315 South Calhoun Street, Suite #502
Tallahassee, FL 32301

Preference is given to certain veterans and spouses of veterans
as provided by Chapter 295, Laws of Florida.

Equal Opportunity Employer