

## **JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT (LVCCLD)**

**JOB TITLE:** Organizational Development Manager

**EXEMPTION STATUS:** Exempt

**JOB CATEGORY:** Official and Administrator

**BARGAINING UNIT:** Ineligible

### **GENERAL SUMMARY:**

Under the general supervision of the Human Resources Director, the Organizational Development Manager is responsible for the effective development, coordination, and presentation of training programs for all employees. Assess District-wide developmental needs to drive training initiatives. Consult with managers and supervisors to identify needs, identify and arrange suitable training solutions for employees. Actively search, creatively design and implement effective methods to educate and enhance performance. Fosters and maintains a diverse, equitable, inclusive and accessible work environment. May require travel between District Branches.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Responsible for the day-to-day operational management of organizational training:
  - a. Plans short-term (daily to annual) operational goals for assigned program;
  - b. Organizes assigned programs and employees to achieve established goals;
  - c. Assigns programs within budgetary guidelines to meet service demand and requisite skill needs;
  - d. Directs and motivates assigned staff to achieve established goals;
  - e. Coordinates with other programs and other Library services to meet established District Goals;
  - f. Develops, maintains, and monitors key reporting metrics to achieve and control desired quality outcomes;
  - g. Develops, maintains and monitors annual Training Budget to achieve established goals and utilize District resources in an efficient and effective manner.
2. Assists in the supervision of assigned staff including but not limited to:
  - a. Evaluates vendors involved in providing training; reviews training and development objectives, course content and instructional materials to ensure appropriateness and relevance to meet training and performance needs of the District.
  - b. Performance Coaching & Management;

- c. Career Counseling & Development; and
  - d. Conflict Resolution.
3. Works with internal customers to analyze training and development requirements and define strategies.
  4. Identify internal and external training resources.
  5. Prepare clear, concise and accurate reports, correspondence, analytical studies and other written materials.
  6. Assists with the oversight of projects, programs, vendors, and committees to support and achieve service or program initiatives and goals.
  7. Monitors compliance with all federal, state and local laws, regulations, codes, best practices, and District Policies and Procedures.
  8. Stays abreast of current and future trends in Human Resources/Organizational Development/Training and makes recommendations regarding future District Strategies and Planning.
  9. Performs other duties as assigned.

**CORE COMPETENCIES:**

- Customer Service
- MS Word & Excel (Basic)
- Public Speaking Skills
- Written Communication and Instructional Design Skills
- Knowledge of Learning Management Systems
- Knowledge of Human Resources Best Practices

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

● **EDUCATION:**

**Required:** Bachelor's degree in Public Administration or related field.

**Preferred:** Master's degree in Public Administration or related field.

● **EXPERIENCE:**

**Required:** Three (3) years' professional level experience in Organizational Development or Training.

**Preferred:** Two (2) years' management level experience in Organizational Development or Training.

- **LICENSE AND CERTIFICATION:**

**Required:** Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

**Preferred:** Professional in Human Resources (PHR).

- **PHYSICAL REQUIREMENTS:** Work is primarily performed in an office setting with frequent local travel required. Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as books, files, laptops or electronic devices. Although work is primarily performed in an office setting, a limited amount of bending, lifting, walking or standing is often necessary to carry out job duties.

**ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:**

- Knowledge of current trends and developments in the field of Organizational Development/Training and Human Resources.
- Ability to motivate and supervise staff.
- Ability to accurately prepare and maintain files, records and reports.
- Ability to handle stressful situations with professional composure.
- Ability to process and handle confidential information with discretion.
- Ability to communicate effectively in both oral and written form.
- Ability to implement change initiatives related to administrative processes and technologies.

**DEVELOPED:** August 28, 2023