



Title: Organizational Development Coordinator

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Deputy Director for Human Resources
This is a non-supervisory job classification.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in Organizational Development, Human Resources, Business, Public Administration or related field or equivalent.
- **Experience:** Minimum of five years experience administering and managing a training and development program. Requires a broad knowledge of training and development systems and procedures.
- **Licenses/Certifications/Special Requirements:** None noted.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.

JOB SUMMARY

The purpose of this position is to develop, coordinate and participate in training and development programs city wide. This position consults with external consultants, departments and personnel at all levels, including the Executive Leadership Team, to assist with solving performance gaps, training needs, organizational development goals and provide a continuous learning environment. This is accomplished by performing professional work in training assessment, performance needs, planning, coordinating, developing and implementing citywide employee training programs and organizational development programs and initiatives.

ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.



City of Peoria

HUMAN RESOURCES

#	Essential Functions
1	Administers Training and Organizational Development programs. Makes decisions regarding all city wide training including instructors, materials, schedule, budget, etc. Ensures all training and development initiatives meet compliance, regulatory standards, and city policy and meet the needs of the city. Coordinates and manages the Education Assistance Program.
2	Determines which internal/external consultants and partners will provide the most effective training courses. Assists in the development of request for proposals to select outside instructors and vendor provided training; evaluates and selects vendors.
3	Confers with university and college officials and other professional training personnel to define effective curricula. Coordinates, develops, delivers, and manages online employee courses through partnerships with City departments. Authorizes and monitors continuing education units; coordinates and manages training offered to external agencies. Coordinates the delivery of programs; trains staff assigned as instructors in effective training and delivery techniques and delivers training as required.
4	Partners with City management and employees to identify organizational performance issues; collaboratively develops strategies and tactics to resolve performance issues and maintain performance levels. Facilitates problem-solving sessions with various staff.
5	Coordinates maintenance of all regulatory training requirements; maintains lesson plans, exam scores, and training records on all courses conducted for City employees. Coordinates the electronic maintenance of employee training records through PeopleSoft or similar software; provides reports and updates regarding staff certification and re-certification. Provides regular reports to City management regarding training initiatives, scheduling and effectiveness of employee and organizational development initiatives.



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HUMAN RESOURCES

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Desktop and Laptop computers, printers, scanner, copy / fax machine, telephone, calculator and job related software.

PROTECTIVE EQUIPMENT REQUIRED:

None required.