

SNOHOMISH COUNTY JOB DESCRIPTION

TRAINING & ORGANIZATIONAL DEVELOPMENT ADMINISTRATOR

Spec No. 2239

BASIC FUNCTION

Develops and oversees county-wide training and organizational development programs. Assesses organizational training and development needs, designs, develops, conducts and implements leadership and organizational development programs.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Leads county-wide training and organizational development programs, conducts or facilitates training classes, assesses and evaluates training programs, and promotes resources for employee and leadership development.
2. Develops effective working relationships with key partners Partners, as necessary, with County leadership to assess, develop, and implement training, organizational development programs and initiatives. Lead projects that cross departments and support as appropriate County continuous improvement initiatives.
3. Develops training project work plan and budget. Evaluates county training plan in order to develop goals and provides reports. Oversees training and organizational development programs and projects to achieve goals within budgeted funds and available personnel and resources; oversees and coordinates program plans, future needs, goals and objectives.
4. Collaborates with managers and County purchasing to prepare requests for proposals for trainers; evaluates vendor responses and prepares summary reports, and administers contracts for vendor training. Develops and implements assessment tools to measure overall effectiveness of training/trainers and provides appropriate feedback.
5. Leads the training team to implement training and organizational development goals and initiatives.
6. Works in and oversees the County's learning management system (LMS), including the learning management system and administration (program and attendance tracking, transcript management), and online content and learning program development.
7. Designs and implements effective onboarding and training approaches to maximize transfer of knowledge and skills during the onboarding process and ensure a positive onboarding experience.
8. May represent the county in committees, meetings and discussions to provide perspectives concerning training and organizational development.
9. Collaborates with labor relations, risk management, EEO, and prosecuting attorney's office to incorporate federal, state and county policy and other laws, rules and regulations into the development of training and organizational development programs.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Maintains confidentiality of all personnel, payroll, accounting and finance records and reports along with any other records, reports and/or information deemed to be sensitive in nature.

STATEMENT OF OTHER JOB DUTIES

11. Performs related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in education, human resource management, organizational development, business, public administration or closely related; AND, three (3) years of experience in all facets of learning and organizational development (such as: design, facilitation, delivery and evaluation) including at least one (1) year of supervisory experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS:

Must sign a confidentiality agreement as a condition of employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- sources of training and training materials
- common barriers to effective training and organizational development
- training and organizational development methods and procedures
- techniques and strategies in conducting needs and task analysis
- personnel records disclosure and confidentiality rules
- learning management systems (LMS)
- effective facilitation, teaching and coaching skills at all levels of the organization
- survey and assessment tools to identify business needs and measure effectiveness of solutions
- education program planning, needs assessment, design and evaluation
- course design, teaching methods and techniques for presenting material
- principles and practices of personnel administration
- adult learning theories, practices and procedures related to training and organizational development interpersonal communications, group process and facilitation skills
- excellent oral and written communication skills
- program planning skills

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- effectively communicating a broad amount of information to a wide variety of audiences
- prepare clear and concise correspondence, charts, graphs, memoranda and other written materials
- establish and maintain effective work relationships with elected officials, management staff, employees, vendors and the general public
- manage and execute projects
- analyze, solve problems, and manage time effectively
- demonstrate capability of leading others through influence communicate effectively both orally and in writing organize tasks and work in a team environment
- plan and organize work with minimal supervision
- maintain accurate records
- interpret and apply oral and written instructions

SUPERVISION

The employee receives general direction from an administrative superior. The work is performed with considerable independence and is reviewed through meetings, status reports, and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment with trips to work sites throughout the county.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: May 2002

Revised: December 2004; May 2009, September 2018, June 2019

Revised and Retitled: Training Program Administrator, January 2016

EEO Category: 2 - Professional

Pay Grade: 243 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous