Title: Occupational Development Coordinator

Dept: Human Resources  Job Code Number: 10832

Reports to: Human Resource Manager  Grade Number: 17, Non-represented

Effective Date: January 2003  FLSA Status: Exempt

General Position Summary:

Responsible for the development, implementation, operation, on-going evaluation, and coordination of assigned programs serving career recruitment and development functions.

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. Lead and support library branch management staff, assigned KCLS staff and partner/community agencies.
2. Develop procedures, policies, and guidelines for assigned occupational development program/s.
3. Identify training and development needs for program participants. Based on needs assessments, develop and recommend a comprehensive training program to include internal and external courses.
4. Participate in community outreach programs in support of recruiting programs to locate and hire qualified participants into special programs and KCLS.
5. Develop design and expected outcomes of the program.
6. Lead the planning and implementation process of the program.
7. Select program participants in coordination with community library branches.
8. Form and maintain partnerships with school districts, social service agencies serving the participant populations and other relevant community based organizations.
9. Recommend and develop curriculum tracks to support and enhance the participants to pursue particular learning paths relevant to their work at KCLS.
10. Consult with managers and supervisors to identify training needs for participants. Personally present and/or oversee the presentation of materials.
11. Identify and negotiate with external consultants and service providers capable of developing and presenting training materials that are consistent with assigned program/s.
Secondary Duties:

1. Perform backup duties for subordinate or related positions as required.
2. Serve as a member of various employee committees as assigned.
3. Other related duties as assigned.

Communication:

This position has regular interaction and communication with a broad range of people, both in individual and group meetings. Contacts may be within the library structure, with the general public, or with other county agencies, volunteers, or similar organizations. Contacts may be either by phone or face to face. Sensitive or confidential information may occasionally be discussed. Occasional formal presentations to groups are part of the job responsibilities.

Initiative:

The incumbent develops practices and procedures for the administration of assigned occupational development program/s, and is responsible for problem solving with others within the work unit. Situations periodically call for the exercise of discretion, latitude, or negotiation within loosely established guidelines for decision making; however, assistance or resources are readily available. Decisions are frequently arrived at through discussions with supervisor or co-workers or through group decision-making. Decisions will affect the assigned occupational development program/s and across KCLS. Significant decisions are subject to supervisory review.

Accountability:

This position has a distinct influence on assigned program/s, but not system-wide library operations, revenues, expenses or budgetary outcomes. The position is responsible for the prudent use of funds. Consequences of success or failure of job responsibilities is important to the occupational development program/s, but has less impact on system wide library operations. This position must consider own work and the work of the Office Assistant.

Leadership:

The position is expected to act in accordance with stated values of “customer” satisfaction, and communicate library culture and philosophy through their interactions. The position is responsible for role modeling and promoting KCLS values throughout the organization. The position supervises the Office Assistant and assigned program participants.
DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor’s degree in related field or equivalent is required.
- Minimum three years in program administration, or
- Any combination of education, on-the-job training and accumulated work experience, which provide the necessary skills to successfully perform the duties of the position.

Necessary Knowledge, Ability and Skills:

- Extensive knowledge of occupational development programs, techniques, and concepts.
- Extensive knowledge of employment/training needs and methods.
- Extensive knowledge of training program design, presentation and evaluation.
- Considerable knowledge of curriculum design methods as well as training techniques and programs.
- Working knowledge of community resources and services available to target populations.

Ability to:

- Read, speak, write and understand the English language.
- Work creatively with a team orientation in developing programs and systems within KCLS guidelines.
- Make decisions regarding activities throughout the KCLS applicable to the assigned program.
- Network with others within the KCLS as well as schools and community-based organizations.
- Interviewing candidates for assigned positions.
- Work independently and recognize and set priorities.

Skill in:

- Providing leadership to the KCLS branches in implementing programs and recruiting participants to be involved in assigned program/s.
- Working independently with little direct supervision or input.
- Supervision and management of programs, implementation procedures and ongoing program analysis.
- Developing and maintaining reports and systems in support of Human Resources budget.
- Math and financial systems reporting.
SPECIAL REQUIREMENTS

Valid state drivers license

PHYSICAL DEMANDS

Extensive travel, evening/early AM meetings and extensive PC monitor work are required. 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 library or office work environment.

Advancement Opportunities:
Open depending on education, training and work 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

Draft: 12/27/02
Final: 1/07/03