Title: **Staff Development Coordinator**
Dept: **Human Resources**  
Job Code Number: **10812**
Reports to: **Human Resources Manager**  
Grade Number: **20, Non-represented**
Effective Date: **Revised December 2018**  
FLSA Status: **Exempt**

General Position Summary:

Develop and implement a comprehensive training program that supports and enhances the short and long-range mission, goals and strategies of the King County Library System and provides the KCLS staff with the ability and capability to meet organizational and position objectives.

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. Identify training and development needs for KCLS staff at all levels within the organization. Based on needs assessment, develop and recommend a comprehensive training program to include internal and external courses, conferences and on-line learning resources.
2. Design and coordinate the implementation of the KCLS training package including: needs assessment, learning objectives, course content, course materials, presentation and training program evaluation.
3. Recommend and develop curriculum tracks to support and enhance the staff to pursue particular learning paths relevant to their work at KCLS.
4. Develop and provide individual or customized training courses requested by individuals including preparing learning objectives, designing course content and materials, evaluation tools and facilitating courses.
5. Consult with managers and supervisors to identify training needs for staff. Personally present and/or oversee the presentation of materials.
6. Manage departmental staff performing functions such as selection, training and development, work direction, goal setting and achievement, performance evaluation and other human resource activities.
7. Draft, recommend and implement policies, procedures and processes pertaining to training, conferences, level of funding, travel, paid travel time, certifications and other issues as they arise pertaining to the training and development function.
8. Identify and negotiate with external consultants and service providers capable of developing and presenting training materials that are consistent with KCLS objectives. Write, negotiate and sign for contracted services. Monitor the effectiveness of service provided and take corrective action when required.
9. Assure that the training database is accurate and current.
10. Develop and administer annual operating budget for the department including training, conferences, and other educational opportunities.
Secondary Duties:

11. Actively participate on internal task forces and community projects.
12. Periodically work the public desk within the library as a means of staying in touch with the community library system, personnel and the public.
13. Provide backup for trainers.
14. Perform other related duties as required or as assigned.

Core Competencies:

**Customer Focus**
Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

**Valuing Diversity**
Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn from differences.

**Ethics, Values, and Judgment**
Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organizational values, moral principles, and accountability in behavior, character and action. Defends intellectual freedom and patron confidentiality.

**Professional & Technical Knowledge**
Demonstrates proficiency in professional and technical skills/ and or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to foster personal success and connections for others.

**Communicates Effectively**
Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

**Interpersonal Savvy**
Relates well to all kinds of people at all levels, both internally and externally; builds appropriate relationships; interactions are often purposeful and constructive.

**Organizing and Planning**
Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.

**Vision and Strategic Thinking**
Supports, promotes, and ensures alignment with the organization’s vision, mission, and values;
holds big picture view while setting priorities, often uses breakthrough strategies to find the way forward.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor’s degree in human resources, education, or related field. An advanced degree in library and/or information science is preferred.
- Five to eight years of experience as a librarian or educator, with considerable experience developing effective training courses and programs, managing educational services, and teaching adult learners.

SPECIAL REQUIREMENTS

Valid Washington driver’s license.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is changing tasks depending upon the shift and will at times frequently stand and walk and up to constantly sit. Will occasionally reach up or down and frequently reach out. Neck rotation and twisting in waist may be up to occasional. Constantly using hands in conjunction with finger use and up to frequent keyboarding, this handling or keyboarding may be repetitive up to occasionally. Occasionally operating foot controls. The employee will occasionally lift 10 pounds and seldom lift up to 20 lbs. Employee will seldom push/pull carts and wheeled equipment with light force.

WORK ENVIRONMENT

Work is performed in a normal office environment. Work involves substantial overtime, frequent sitting and extensive close work (eyestrain) and PC monitoring.

Advancement Possibilities:

Open depending on education, training and 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: 

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Director of HR