

Talent Development Manager

JOB TITLE: Talent Development Manager

FLSA STATUS: Exempt

GRADE: 41

DEPARTMENT: Human Resources

APPROVED DATE: 01/2018

REVISED DATE: 06/2018, 02/2022

Job Summary

Provide professional staff development and training services to contribute to the appropriate and effective utilization of human resources.

We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

1. Plan, develop and administer a comprehensive district-wide annual plan for staff development and training based on outcomes from regular training needs assessments.
2. Develop, present and evaluate training to maintain quality.
3. Develop scope of work, select, contract with and monitor vendors to provide training.
4. Analyze training needs to develop new training programs or modify and improve existing programs; prepare training budget for the organization.

5. Oversee the Library training budget, monitor expenditures and track training budget to ensure full expenditure of budget annually; responsible for expenditure of assigned system-wide portions of the training budget.
6. Participate in diversity initiative development and implementation.
7. Collaborate with the HR Manager on the development and implementation of new manager and supervisor orientation programs; ensure the organization has a new hire orientation program that positions employees for success and productivity.
8. Evaluate existing courses on an on-going basis, ensuring continuous improvement and business relevance.
9. Manage external training consultants, develops program specifications, and audits programs for quality and relevance.
10. Partner with HR Manager and Employment Specialist to provide development opportunities and succession planning initiatives.
11. Develop evaluation systems to ensure that the results of learning and development initiatives are achieving a desired return on investment.
12. Provide effective supervision of assigned staff including: interviewing, selection and training staff; scheduling and assigning tasks to assure optimum service levels and uses of staff skills and abilities; coaching staff and arranging for or giving continuing training to enhance their capabilities and to enhance quality of service; applying Library District personnel policies and procedures to such matters as granting and scheduling leave, resolving grievances and discipline matters; evaluating staff performance and providing useful and helpful communication to staff on their performance and recommending assigned staff members for promotion and termination.

Additional Duties and Responsibilities

1. Continually acquires new knowledge and updates skills to enhance professional performance in all areas of responsibility. Stays abreast of leading-edge issues, trends, theories, applications and tools.
2. Develops effective internal relationships by collaborating with internal functional units in developing and administering a comprehensive staff development and training program.
3. Develops effective external relationships and partnerships with other libraries and professional organizations.

4. Trains staff as assigned.
5. Perform other duties as assigned.

Supervision

The position reports to the Assistant Director of Equity, Inclusion, and Development. This person directly supervises the Training Technician and Training Associate positions.

Knowledge, Skills, and Abilities

1. Thorough knowledge of the principles and practices of design and methods of training and development.
2. Thorough knowledge of principles of adult learning processes.
3. Knowledge of human resource management programs, policies, systems and procedures; federal, state and local employment laws and regulations.
4. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
5. Ability to communicate effectively with diverse audiences.
6. Ability to develop and administer budgets.
7. Ability to plan, develop and carry out training.
8. Ability to plan and coordinate multiple projects with limited supervision.
9. Ability to analyze data explaining techniques and results.
10. Ability to speak, write and understand English clearly, concisely and persuasively.
11. Ability to write comprehensive program descriptions, policies, materials and reports.
12. Ability to speak before and facilitate a variety of groups.
13. Ability to use personal computers, word processing, database and spreadsheet software as well as complex automated systems such as human resources information system.
14. Ability to establish working relationships with a broad diversity of individuals in a manner that enhances their performance and assures quality results.
15. Ability to work cooperatively and maintain effective interpersonal skills with the public and co-workers.
16. Ability to protect the strictest confidence of highly confidential and sensitive information.

Education and Experience

Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:

1. Bachelor degree in organizational development, human resources, public administration or a related field is preferred.
2. Four or more years of staff development and training experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
3. Professional certification in training and development (such as CLP) is highly desired.

Physical and Environmental Conditions

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Most of the work is carried out within a generally accessible, safe, indoor environment. While performing the duties of this job, the incumbent is required to operate computers for extended periods of time. The incumbent may occasionally lift and/or move objects or materials weighing up to 25 pounds.

The incumbent must regularly communicate with coworkers and members of the public. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.

Incumbents may travel to various sites in all kinds of weather and traffic conditions. To accomplish this travel, the incumbent must be able to drive and hold a valid Washington State driver's license or to make independent arrangements for such transportation.