

**FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2018**

ASSOCIATE DIRECTOR OF TRAINING AND ORGANIZATIONAL DEVELOPMENT

JOB FAMILY: HUMAN RESOURCES JOB FUNCTION: BUSINESS SERVICES

FLSA STATUS: EXEMPT – PAY GRADE: 22-P

GENERAL STATEMENT OF JOB

Under the direction of the Executive Director of Organizational Development, the Associate Director of Training and Development manages the development, planning and implementation of training and professional development functions for all phases of employee (faculty and staff). The Associate Director has the responsibility to assist in directing Collegewide professional development activities, articulate and support the department's mission, and develop and maintain linkages with internal and external partners.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Develop the specifications and provides oversight to ensure adequate training, professional development, competence and certification programs for all phases of employee.

Supervise training and development staff and ongoing operations and activities of the department, including communication and technology support systems.

Partner in the coordination of College-wide training and development of activities through the Office of Training and Organizational Development and develop and maintain linkages with internal and external partners.

Identify and build working relationships with other agencies and institutions and with multiple branches of the services command structure.

Oversee quality and integrity of training and development programming, its relationship to departmental, campus and College mission and its responsiveness to staff development initiatives.

Develop and recommend management training and development programs for senior level administrators, management, supervisors, and staff.

Design and conduct staff and faculty development programs, outcome and evaluation processes.

Develop and implement marketing, promotion and recruitment strategies for initiatives and programs. Oversee design, production and distribution of print materials, Website and project publications.

Participate in College meetings, initiatives and projects.

Oversee the design and implementation of compliance training, and wellness programs for all stages of employees.

Assist in planning and administering budgets, contracts and grants. Oversee budget planning, reporting, invoicing, purchasing, payroll, and financial forecasting. Take appropriate actions to ensure proper fiscal management and accountability to College, state and federal agencies.

Assist in retaining external funding and professional services as needed to support programming for organizational development.

ASSOCIATE DIRECTOR OF TRAINING AND DEVELOPMENT – Page 2

Represent the department and College at promotional and conference events, College functions, planning and advisory groups, and professional associations. Develop and deliver presentations on training and development activities, projects and research.

Partner with internal stakeholders and coordinate with subject matter experts regarding instructional design.

Identify potential education opportunities and oversee the development of training course specifications, including related training materials.

Manage and monitor program implementation as it relates to external providers of specialized training as necessary.

Develop initiatives to improve performance and cost effectiveness of operations.

Analyze and recommend improvements or changes, as needed, to ensure efficient and safe delivery of training.

Perform other related duties as assigned.

SUPERVISION RECEIVED

Supervision is received from the appropriate administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff and vendor services in one or more locations.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited institution supplemented by a minimum of five (5) years of related experience.

PREFERRED QUALIFICATIONS

Master's degree in Business, Human Resources, Education, Organizational Development or a related field. Demonstrated knowledge through three (3) years of successively responsible experience in the public or private sector in Human Resources management or training and development or related field.

MINIMUM QUALIFICATIONS OR STANDARD REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

INTERPERSONAL COMMUNICATIONS: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

LANGUAGE ABILITY: Requires ability to read Standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed

ASSOCIATE DIRECTOR OF TRAINING AND DEVELOPMENT – Page 3

formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

INTELLIGENCE: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

NUMERICAL APTITUDE: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

MANUAL DEXTERITY: Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May not require the ability to differentiate between colors and shades of colors.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

PHYSICAL COMMUNICATION: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceived nature of sounds by ear).

ENVIRONMENTAL REQUIREMENTS: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 6/2018; Revised 7/18