

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2016**

EXECUTIVE DIRECTOR OF ORGANIZATIONAL DEVELOPMENT

JOB FAMILY: HUMAN RESOURCES

JOB FUNCTION: BUSINESS SERVICES

FLSA STATUS: EXEMPT - PAY GRADE: 26 - A

GENERAL STATEMENT OF JOB

As an executive level Director reporting to the Chief Human Resource Officer, this position is responsible for all phases of employee (faculty and staff) development, organizational commitment, and performance enhancement. This position maximizes human potential on the job and establishes the training and compliance programs to ensure that every employee demonstrates the skills, knowledge, attitudes and organizational values required to serve the students of the College and the residents of Duval and Nassau counties who access College programs and offerings.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Provide specific leadership in the development, planning, managing and implementation of professional development opportunities for the College's employees. Primary areas of training include: competency based learning, compliance, leadership and supervision, job-related knowledge and skills, career development, and organizational mission.

Coordinate College-wide training and development activities through the Faculty Academy for Teaching & Learning and Center for Professional Development & Training and develop and maintain linkages with internal and external partners.

Lead and manage a capability that results in improvements in job performance, compliance, and building and maintaining an inclusive workforce culture that supports the overall mission of FSCJ.

Develop and implement a Strategic Plan for employee professional development at FSCJ. The plan and subsequent program emphasis should be on developing competencies, compliance, job related skills, building an inclusive workforce and College processes.

Develop and lead the implementation of a College wide program that supports employees producing and gaining approval of a yearly personal/professional development plan. This development planning capability will promote training and development that directly supports an employee's current role and career growth goals.

Responsible for the effective development, coordination and administration of training, and development programs for all employees.

Partner with College departments and shared governance groups to identify and meet the varied growth and development needs of faculty, administrative, professional and career employees.

Responsible for establishing the metrics and benchmarks for measuring the organizational and economic value of College training and development efforts. Develop and utilize methods and tools to evaluate the data and assess training effectiveness. Determine the programmatic changes, if any, which need to be made to the training. Put processes in place to determine the ROI of training activities.

Oversee quality and integrity of professional development programming, its relationship to departmental, campus and College mission and its responsiveness to employee development initiatives and requests.

Design, coordinate and conduct training and development programs, outcome and evaluation processes

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that are based on current best practices and incorporate multiple methodologies, such as formal classroom courses, job coaching, self-paced training, job rotation, etc.

Retain external funding and professional services as needed to support programming for organizational development.

Coordinate with external providers of specialized training as necessary, in designing and coordinating implementation of training.

Maintain records of training activities, certification and prepare reports on training programs.

Participate in College meetings, initiatives and projects.

Plan and administer the professional development budget.

Perform related duties as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff and student assistants.

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 five (5) years of successively responsible experience in the public or private sector in Human Resources management or training and development or related field. Exceptional knowledge of applied adult learning, organizational metrics, organizational development and evidence of successful project management. This leadership position requires excellent oral and written communication skills and experience in consensus building and change management.

MINIMUM QUALIFICATIONS OR STANDARDS 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 Communication: 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 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, and possess an understanding of fundamental statistical methods.

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 color.

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: perceiving nature of sounds by ear).

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

Effective: 4/2016