



Palm Beach County Board of County Commissioners

ISSUED: 12/21/2020

CLOSES: 01/15/2021

Position: **TRAINING AND ORGANIZATIONAL DEVELOPMENT COORDINATOR**
Salary: \$64,613 Annually
Department: Human Resources/Training & Organizational Development
Location: 100 Australian Avenue, WPB
Hours: 8:00 A.M. to 5:00 P.M., Monday – Friday; flexibility as related to essential job functions/responsibilities

Highly responsible professional and supervisory human resource and organizational development work. Plans, implements, and evaluates training and organizational development projects. Implements organization-wide training and learning programs to improve employee and organizational performance at all levels. Conducts training workshops for County staff. Administers the County's management development program. Counsels with individual employees for career development. Analyzes training and development needs in relation to organization development goals. Evaluates effectiveness of training and developmental programming. Promotes organizational change management. Creates annual Training Catalog. Recommends policies, procedures, and programs. Supervises support technician, and backs up technician in performing support duties (e.g., responding to customer/consultant inquiries, production of training materials). Exercises a high degree of independent judgment and initiative. Work is reviewed through conferences, reports, and results achieved.

QUALIFICATIONS:

Bachelor's Degree in Human Resources Management, Organizational Development, Education, Public/Business Administration or related field; minimum of three (3) years of professional experience planning and implementing management training programs [*specify size of organization(s)/employer(s)*] that includes one (1) year of supervision. Equivalency: Unrelated Bachelor's Degree and five (5) years professional experience that includes one (1) year of supervision.

PREFERENCE FOR EXPERIENCE IN/WITH: Training program evaluation/design/development; managing consultant contracts; presenting training on broad range of topics

(specify target audiences and topics presented); teaching adults; public sector employee development initiatives. Related Master's Degree a plus.

BENEFITS: The PBC BCC provides an excellent benefits package, including medical, dental and life insurance, as well as vacation, paid parental, and sick leave, tuition reimbursement and participation in the Florida Retirement System.

Deadline: 5:00 p.m. on January 15, 2021. Apply online at www.pbcgov.jobs . (No email resumes accepted.) All employees of Palm Beach County may be required to work before, during and/or after a natural or man-made disaster or hurricane. EO/AA M/F/D/V Employer, Drug Free Work Place (DFWP)

Forbes Magazine ranks Palm Beach County BCC 10th in the nation in Government Services in their list of America's Best Employers 2018.