

LEARNING AND ORGANIZATIONAL DEVELOPMENT DIVISION LEADER

NATURE OF WORK

This is administrative and supervisory work coordinating the activities of the Learning and Organizational Development Division of the City-County Human Resources Department.

Work involves responsibility for creating strategy for talent management across the City of Lincoln and Lancaster County. Work also includes providing oversight for designing, managing, and executing learning and organizational development. This position is the cornerstone to accelerate the growth of our employees. Work is performed with considerable independence and is reviewed by the Human Resources Director through conferences and results achieved. Supervision may be exercised over subordinate employees.

EXAMPLES OF WORK PERFORMED

Creates and manages an organizational learning and development strategy for the City and County, encompassing all aspects of talent management including but not limited to, City and County strategic planning, employee engagement, leadership development programs, individual coaching, performance management and succession planning.

Leverages human capital data and research to deliver intelligence and insights about talent trends and areas needing talent management and organizational development; monitors and reports on the success of programs using appropriate metrics.

Facilitates strategic business planning for the City and County, as well as division/department business planning, workforce talent planning, organizational restructuring project management and consultation, employee engagement and experience, performance management and succession planning.

Develops high quality point of view documents, presentations, and data reports for critical meetings including executive leadership presentations; presents and interprets findings to various leaders across the City and County.

Leads and manages the activities of the Learning and Organizational Development division; supervises and evaluates subordinate employees.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles and practices of developing and implementing customized learning and organizational development solutions initiatives.

Knowledge of budget preparation and procedures.

Knowledge of research training options and alternatives.

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Knowledge of current trends, developments and techniques in the field of learning and organizational development.

Ability to communicate effectively both orally and in writing.

Ability to design, deliver and evaluate the strategic learning and organizational development plan.

Ability to establish and maintain effective working relationships with subordinates, employees and the general public.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in Business Administration, Human Resources, Organizational Management or related field and at least five years of experience developing and implementing customized learning and organizational development solutions initiatives plus five years of leadership experience; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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