

The City of Beaverton is Hiring:

Learning & Organization Development Specialist

Human Resources Department

Application Deadline: October 13, 2016, at 4:30 p.m. PDT

THE POSITION

The Learning & Organization Development Specialist will work collaboratively to sustain a culture of continuous learning supporting the city's efforts to be *The Best of Oregon*. This person will manage the city's training program and organization development initiatives, to include: assessing organizational training needs and developing recommendations; providing consulting services to managers on individual and team effectiveness and facilitating appropriate interventions; offering professional development training for employees in support of the city's goals and priorities; training and continuous improvement of the organization's performance management and competency processes; and, engaging with department directors in workforce planning.



RESPONSIBILITIES

Typical duties may include:

- Assess organizational effectiveness; develop recommendations and assist with implementing appropriate improvement strategies. Align training, organization development and Human Resources initiatives to support continuous improvement of organizational performance.
- Provide coaching and facilitation to increase individual and team performance. Facilitate planning sessions, provide team building, and develop customized training for workgroups. Coach and consult with supervisors and managers to increase managerial effectiveness and resolve issues.
- Assess training and development needs. Design and deliver and/or coordinate relevant and engaging learning solutions. Develop support materials such as facilitator guides, participant handouts, and job aids.
- Manage staff or consultants providing training. Prepare requests for proposals, select consultants and administer consultant contracts. Manage organization development and training budget.
- Provide training and continuous improvement of the organization's performance management and competency processes.
- Work collaboratively with department heads and managers to identify and review workforce needs and prepare succession plans.
- Engage in administering organization climate assessments. Facilitate analysis of results, feedback and action planning.
- Support and integrate diversity, equity and inclusion into training, organization development, and Human Resources initiatives.

Apply at BeavertonOregon.gov/jobs or at

City of Beaverton Human Resources Department

12725 SW Millikan Way

Beaverton, OR 97005

THE IDEAL CANDIDATE

Minimum Qualifications

- Bachelor's degree in human resources, public/business administration, organization development, or related field
- Five years of experience in leading organization development interventions and developing, coordinating and evaluating training
- Two years of program management experience
- Other combinations of education and experience which provide the applicant with the knowledge, skills and abilities required to perform the job will be considered

Preferred Qualifications

- Public sector experience
- CPLP certification



COMPENSATION

Salary Range: \$5,452.52 - \$7,307.64 per month. This is a management, FLSA-exempt position not represented under a collective bargaining agreement. The City of Beaverton offers a comprehensive benefits package which includes family and domestic partner health benefits such as medical, dental and vision. Other benefits include city-paid employee and employer contributions to the Oregon Public Employers Retirement System, a deferred compensation program, flexible spending account, life insurance, long-term disability, paid holidays, tuition reimbursement, paid time off and medical leave.

ABOUT BEAVERTON

Beaverton prides itself on being *The Best of Oregon*. The city is growing and thriving but still has a small town heart and strong sense of community. Beaverton is the sixth largest city in Oregon and was recently named one of the 50 best places to live in America by *Money* magazine. It is a diverse community of approximately 95,000 people where one-in-three residents are a person of color and 99 different languages are spoken in our schools.

The City of Beaverton is known as an organization that values public service. Our nationally recognized community vision is our beacon. Residents continually give the city high marks, with 71 percent saying things are headed in the right direction. The city's economic base is strong. The city has consistently been ranked as one of the safest in the Pacific Northwest. Beaverton is known for its quality neighborhoods, parks and schools. There are a full range of housing choices, with new exciting urban housing developments underway in our downtown.



Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veterans Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the Department of Veterans Affairs, unless the information is included in the DD Form 214 or 215. Veterans' preference documentation must be submitted with your application.

Application Deadline: 4:30 p.m. PDT, October 13, 2016

