

**Franklin County Board of Commissioners  
Classification Specification & Job Description**

<b>CLASSIFICATION TITLE:</b> Employee Development Administrator	<b>CLASS NUMBER:</b> 60014	<b>FLSA:</b> Exempt
<b>AGENCY/DIVISION:</b> Department of Human Resources/Office of Learning & Development	<b>JOB TYPE:</b> Full Time, Classified	<b>PROBATION PERIOD:</b> 180
<b>BARGAINING UNIT:</b> Non-Bargaining	<b>PAY GRADE:</b> N17	<b>POSITION CONTROL #:</b>
<b>POSITION LOCATION:</b> 373 S. High Street, 25 <sup>th</sup> FL, Columbus, OH 43215	<b>TYPICAL WORK SCHEDULE:</b> Monday – Friday 8:00 AM – 5:00 PM	<b>SUPERVISOR (PCN):</b> Director
<b>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</b>		
Training Officer		Administrative Secretary

**CLASSIFICATION PURPOSE:**

The primary purpose of the Employee Development Administrator classification is to direct and manage agency training programs in the areas of supervisory training, organizational development, and staff development; and to direct the provision of related services.

**JOB DUTIES:**

Supervise training staff. Oversee all training for the Franklin County Commissioners agencies. Discuss training programs with other supervisors and line staff. Develop specialized training when requested for other agencies. Organize and initiate program operations. Instruct training classes and workshops. Establish program goals and objectives and coordinate the delivery of training program services. Implement training policy. Monitor, evaluate and measure the success of training classes to determine which training should be offered. Ensure application of effective instructional design and development of adult learning principles. Apply business skills to manage instructional design. Provide leadership for team and in implementation of projects. Assist the Human Resources Director with preparing budgets and monitor department expenses. Research and respond to complaints regarding staff and training related issues.

Lead Board of Commissioners' agencies employee development efforts. Work towards standardization of performance evaluation forms and processes. Work with agencies to improve employee performance evaluation completion rate. Research and examine the effectiveness of on-going employee development programs such as tuition reimbursement and MAPS. Seek intergovernmental/cooperative training opportunities for employees. Attend Job Fairs to assist in BOC recruitment efforts.

Prepare and maintain training correspondence, records, reports, and files. Direct contract negotiations with outside training vendors. Rates, monitors, and analyzes outside training vendor's performance. Attend workshops, seminars, professional meetings, and reviews books and publications to learn instructional design, technology, and supervision/ management of instructional projects. Serve on special training committees. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of budgeting; human resources development; supervision; public relations; agency policy and procedures. Skill in equipment operation. Ability to deal with many variables and determine specific action; maintain accurate records; prepare meaningful, concise and accurate records; use proper research methods in gathering data; cooperate with coworkers on group projects.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Bachelor's degree in Psychology, Education, Social Work, Human Resource Management, or related field with three (3) years of public speaking, training, or related experience; or any equivalent combination of training and experience.

**Additional Requirements**

No special license or certification is required

**Supervisory Responsibilities**

Ability to manage, assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, to recommend and approve the transfer, promotion, or salary increase of other employees.

**UNUSUAL WORKING CONDITIONS:**

N/A

**Acknowledgement of Receipt:**

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date