Library Staff Development Coordinator
#02444
City of Virginia Beach – Job Description
Date of Last Revision: 11-25-2015

FLSA Status: Exempt
Pay Plan: Administrative
Grade: 11

City of Virginia Beach Organizational Mission & Values
The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary
Develop and implement a comprehensive staff development and training program that supports and enhances the short and long-range mission, goals and strategies of the Library department and City-wide organizational effectiveness to a diverse group.

Representative Work Functions and Responsibilities
Utilize Workforce Planning and Development tools to conduct staff assessments; develop individual and/or group strategies; and analyze Workforce Planning and Development data to determine department current and future needs.

Design and conduct training needs assessments; and design, monitor and analyze surveys.

Develop strategies to meet training needs; and develop short and long-range plans and objectives for training and staff development programs.

Plan, develop and conduct training to a diverse group; coordinate with library managers and other City departments to develop and/or provide access to web-based instruction to promote research skills and information literacy; and develop training objectives and monitor employee learning.

Identify regional and national training resources.

Assist on organizational development projects.

Maintain current knowledge of trends, policies, methods and technologies in the library field.

Implement changes when appropriate.

Research, seek and manage professional development grants; and develop and monitor VBPL training budget.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.
**Performance Standards**
Assume responsibility for the assessment, collection of data and analysis for Library organizational development and training needs; collaboratively design processes to assess, diagnose or resolve issues; identify and recommend strategies to address organizational training needs; set clear and measurable objectives; establish measurement methods; monitor current and emerging organizational development/organizational training trends to evaluate applicability to the Library department; prepare and administer a biannual budget according to City standards and policies.

**Minimum Qualifications**
Requires any combination of education (above the high school level) and/or experience equivalent to nine (9) years in fields utilizing the required knowledge, skills and abilities and associated with positions in organizational development, personnel management, education, psychology or related field.

Must have, or obtain, a current and valid Virginia or North Carolina driver’s license in accordance with Virginia or North Carolina DMV driver’s license eligibility requirements.

**Preferred Qualifications**
A Master’s degree in education or MLS degree from an accredited ALA college or university plus experience developing effective training courses and programs, managing educational services, and facilitating groups.

**Special Requirements**
All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

**Knowledge-Skills-Abilities Required to Perform Satisfactorily**

**A. Knowledge**
1. Knowledge of the principles and practices of organizational behavior.
2. Knowledge of training techniques.
3. Knowledge of the principles of grant writing and administration.
4. Knowledge of print and electronic resources.
5. Knowledge of budget preparation and administration.
7. Knowledge of program planning, development, and implementation.
8. Knowledge of assessment and analysis techniques.
9. Knowledge of modern research techniques and methods
10. Knowledge of the specialized principles, practices and techniques of adult learning and training.

**B. Skills**
1. Skill in translating conducting research and applying it to organizational needs.
2. Skill in designing, conducting and analyzing surveys.
3. Skill in gathering and analyzing information.
4. Skill in development of training programs.
5. Skill in development of effective presentations.
6. Skill in use of specialized Workforce Planning and Development Software.
7. Skill in managing databases.

**C. Abilities**
1. Ability to organize and manage projects.
2. Ability to communicate effectively, both orally and in writing.
3. Ability to assess training and development needs at the agency.

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This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.
4. Ability to interact effectively with individuals of diverse background.
5. Ability to analyze work processes and competencies.
6. Ability to compile and analyze facts and related data.
7. Ability to prepare reports and direct the keeping of records.
8. Ability to manage multiple tasks while demonstrating a strong attention to detail.
9. Ability to design, conduct, and present effective training for diverse skill levels.

**Working Conditions**
The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

**NOTE:** Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City’s business.

**Physical Requirements:** *Physical refers to the requirement for physical exertion and coordination of limb and body movement.*
Requires light work that involves walking or standing some of the time, stooping, lifting, pushing and pulling objects which also involves exerting up to 40 pounds of force on a regular and recurring basis and routine keyboard operations.

**Mental Requirements:** *Mental refers to the degree that the job involves cognitive activities, and use of mental processes.*
Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative, managerial or technical problems; applies general to extensive understanding of operating policies and procedures to solve complex problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

**Environmental Conditions:** *Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.*
This job involves a risk of limited to no exposure to any environmental hazards.

**Sensory Requirements:** *Sensory refers to hearing, sight, touch, taste, and smell required by the job.*
This job requires normal visual acuity, and field of vision, hearing, and speaking.

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