

# **CITY OF REDWOOD CITY EMPLOYEE DEVELOPMENT MANAGER**

## **DEFINITION**

The incumbent will be responsible for the ongoing identification of training needs and the design and implementation of employee training and development programs. Utilizing a variety of resources, the Employee Development Manager will work with staff and individual employees in all departments to assess and address organization-wide and department-specific training needs.

## **SUPERVISION RECEIVED AND EXERCISED**

The Director of Human Resources provides general direction to the Employee Development Manager.

Responsibilities may include direct supervision of paraprofessional, technical and support staff.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Essential duties may include, but are not limited to, the following:

Ensure that employees are provided with appropriate and relevant training and learning opportunities to maximize their effectiveness and long-term potential for the City of Redwood City.

Plans, organizes and implements all aspects of City-wide training and the Employee Development Program, assessing departmental needs and meeting the needs by using internal personnel or external consultants.

Works with educational institutions, training providers and other employers to develop and utilize joint resources and facilities.

Develops apprenticeship programs, career ladders, internships and other developmental programs to enhance City employee qualification for promotional opportunities, career advancement, and organizational backup and job enrichment.

Plans and provides for legally required training which addresses groups of employees across departmental lines.

Manages and administers the Employee Bilingual Testing program in accordance with established policies and procedures.

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Stays informed and up to date on training and employee development issues, concepts and methods. Serves as a focal point for evaluating and recommending changes.

Provides counseling to employees on career or training opportunities.

Plans, organizes and facilitates the Annual Employee Conference.

Prepares and disseminates the Employee Newsletter.

May administer tuition reimbursement and other training related programs as assigned.

May manage and conduct training and employee development programs for a department in addition to management of the Citywide Employee Development Program.

Performs related duties and responsibilities as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Principles and practices of supervision, training and personnel management.

Modern office technology methods and procedures.

Training needs, analysis methods and procedures.

Computers, audio-visual equipment, television and other technical equipment used in training.

Local training resources, practitioners, providers and institutions.

Employee development, adult learning, e-learning, succession planning, and other related techniques.

**Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Ability to:**

Work effectively with others and gain their support for citywide training and employee development activities.

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Effectively train and facilitate groups of varying sizes.

Plan, design, implement, and manage successful training programs and related budgets.

Effectively utilize computers.

Communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.

Work in a team environment.

Make sound decisions in a manner consistent with the essential job functions.

Handle and prioritize a variety of assignments and meet deadlines.

Perform complex professional personnel work with a minimum of supervision.

Interpret City personnel rules, regulations and policies.

Write clear and concise reports, memoranda, and correspondence.

Communicate verbally and make public presentations.

Develop comprehensive plans from general instructions.

Accomplish assignments with a minimum of supervision and with only general direction.

Perform basic statistical analysis and conduct research studies.

Collect, compile and analyze data and information and prepare clear and concise reports.

Supervise, train, and evaluate assigned staff.

Interpret and resolve special needs of employees and staff members.

Promote continuing education to staff.

Develop and monitor budget data.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

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**Experience and Training Guidelines:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Five years experience in designing and delivering training and developing programs for a large organization, with significant functional management and program management experience.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in behavioral science, personnel administration, business administration, public administration or a related field. An advanced degree or equivalent experience is preferred.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate valid driver's license.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Ability to work in a standard office environment.

**Effective Date:** August, 2001

**Bargaining Group:** Redwood City Management Employees' Association