

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Library Staff Development Coordinator

UNION:1937

CLASS TITLE: Education Programs and Activities Coordinator

SG:109

CS:N

DEPARTMENT: Library – Administration

FLSA:Y

EEO4CODE:PP

JOB SUMMARY:

Ensures that the Library is a learning organization by planning, designing, implementing, and assessing staff skill development activities, and training courses aligned with the Library's Strategic Plan and service priorities. Responsible for coordinating training delivery, employee onboarding, and all-staff learning day. Plans and organizes training activities for library volunteers. Supports an inclusive environment that attracts and develops innovative and motivated employees from diverse lived experiences.

SUPERVISORY RELATIONSHIPS:

Reports to the Library Director. Work is performed under general supervision and the guidance of City and departmental policies and procedures. May provide day-to-day direction to lower classified staff and volunteers.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Collaborates with managers and supervisors to determine current and anticipated skills required by staff to achieve the Library's strategic plan and service priorities. Gathers feedback from managers on needed topics for training, researches speakers and other training opportunities, and proposes a system-wide training plan to the library management team.
2. Develops, organizes, and implements a system-wide training plan for Library staff, based on direction from the library management team. Communicates with supervisors to ensure mandatory training is completed by staff. Maintains training records and coordinates timely recertification as required. Develops and maintains a system to track learning goals and objectives.
3. Facilitates delivery of trainings and workshops as appropriate. Contracts with vendors to deliver specialized training; develops and manages service contracts. Develops criteria for evaluation of training effectiveness and measures success of learning activities. Gathers feedback from all levels of staff on potential areas for training; summarizes and shares collected information with library management team.
4. Communicates with staff to ensure awareness of training and development opportunities.
5. Serves as the project lead to plan, coordinate, and develop Bellingham Public Library annual Staff Learning Day, based on feedback and direction from managers and supervisors on needed topics and learning goals.

6. Plans, develops, organizes, and implements staff appreciation activities.
7. Coordinates the onboarding of new employees; trains new staff in system-wide policies and procedures. Develops and delivers general staff training related to library processes and procedures as assigned.
8. Serves as a resource for managers and supervisors in developing specialized staff training at the division or team level.
9. Evaluates and recommends offsite training and conference opportunities for budget approval. Working with Administrative Assistant, coordinates all aspects of offsite training and conference logistics. Develops and maintains system for sharing conference and offsite training with other staff.

ADDITIONAL WORK PERFORMED:

1. Keeps abreast of trends and developments in continuing education by attending workshops and educational programs and reading specialized materials; participates in community of practice.
2. May provide back-up for Administrative Assistant.
3. May be assigned to work on committees.
4. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities):

Knowledge of:

- Principles, practices and methods of staff development and training.
- Basic instructional design and adult learning theory.
- Current training technology, communication tools, and dissemination techniques and methods. This includes working with and maintaining competence in innovative and evolving technology.
- Computer applications, including Microsoft Office, online survey tools, and video editing software.

Skill in:

- Using exceptional interpersonal skills to build and maintain strategic relationships with staff.
- Proofreading copy with accompanying knowledge of grammar, punctuation, and spelling.
- Preparing clear and concise correspondence, reports, and other written materials.
- Developing and maintaining complex data tracking systems.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Using effective and appropriate communication skills with diverse audiences.
- Utilizing effective critical thinking and creative problem-solving skills.
- Adapting to changing priorities and needs on a consistent basis.
- Using tact, discretion, initiative, and independent judgment.

Ability to:

- Communicate effectively and dynamically before groups and respond to questions.
- Effectively understand all-levels of staff as part of gathering feedback on their training needs.
- Learn new things, keep up with the pace of technology, and adapt into different learning environments.
- Manage time, establish priorities, and meet deadlines with minimal direction.
- Work independently.
- Be flexible and work collaboratively with others to achieve objectives.
- Concentrate and pay close attention to detail in a shared office environment.
- Interpret a variety of instructions in written or oral form.
- Travel to various locations and access to reliable transportation to do so.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Core Competencies of: Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
 - Transport materials and equipment weighing up to 50 lbs. for events and event preparation;
 - Communicate in person;
 - Move between work sites;
 - Correctable visual acuity to read a computer screen and a typeset page.

WORKING ENVIRONMENT

Work is performed extensively at a computer workstation with periods of prolonged sitting or standing. Duties are performed primarily indoors, and may take place offsite, with frequent interaction with co-workers and Library volunteers. Environment includes a normal range of noise and other distractions, working around specialized library equipment and standard office equipment.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Three years of work experience in coordinating trainings, coordinating events, professional learning development, human resources, or administrative support;
- Associate's degree from an accredited college or university in public administration, education, human resources, training/development, or a related field;
- Bachelor's degree from an accredited college or university in a related field preferred;

OR

- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal convictions check, child and adult abuse records check, and local background check.

- Must be willing to work occasional evening and weekend shifts depending upon the needs of the library.

PREPARED BY: R. Judd
R. Delker
01/23

REVIEWED BY: _____
R. Judd, Library Director