Job Description

PimaCommunityCollege

Position Title: Organizational Effectiveness & Development Assistant Program Manager

Job Family: Human Resources   Job Level: Professional - Intermediate

FLSA Status: Exempt   Salary Grade: 06

Position Summary:

The Organizational Effectiveness & Development Assistant Program Manager provides leadership, program development, outreach for new Employee Orientation and many of the ongoing college-wide leadership and training programs, as well as providing onboarding support for all new FT employees. In addition, Organizational Effectiveness & Development Assistant Program leads the Staff Professional Development Working Group and supervises the management and approval or all associated professional development funds. The Organizational Effectiveness & Development Assistant Program Manager provides customer service, administrative and logistical support for all training run by OED and/or recorded in the College's training platform.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Manage and deliver all aspects of the New Employee Orientation Program including: facilitating virtual & in-person orientation sessions, logistics & communication, troubleshooting employee issues, developing schedules & content, and partnering with other College departments.

2. Facilitates and develops departmental team development sessions as requested. (i.e., Predictive Index training.

3. Provides customer service and development support for training initiatives. Markets training initiatives, develops reports, and supports projects with the Organizational Effectiveness and Development (OED) unit. Provides preparations for workshop set up and audio-visual support. May manage and supervisor temporary staff.

4. Research best practices, develops, implements and evaluates professional development and training programs.

5. Leads and supervises the Staff Professional Development Working Group and manages the approval of all associated professional development funds.

6. Maintains contact with supervisors/department leadership to ensure employee's training needs are met and advising them as changes are needed. Monitor, maintain and document completion of training for compliance purposes.

7. Serves as primary contact for Organizational Effectiveness and Development (OED)unit and Human Resources Department for posting content to web and intranet.

8. Consults with and recommends to supervisors training for employees who may need upskilling for their specific positions.

9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of advising and counseling practices
2. Knowledge of principles and methods for promoting programs and services
3. Knowledge of project management principles
4. Skill in effective communication (both written and oral)
5. Skill in independent decision making
6. Skill in people leadership and supervision (manager and above)
7. Skill in positive, productive, and flexible customer service
8. Skill in problem solving
9. Skill in program development and process improvement
10. Skill in project management principles, processes, and techniques
11. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
12. Ability to develop and maintain effective and positive working relationships

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Education, Human Resources, Business, or a closely related field or study required.
- One (1) to Three (3) years of professional level program experience required.
- Three (3) to Five (5) years of project management and training/teaching experience preferred.

  OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Some evening or weekend work hours
- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License