

Job Description

Position Title: Director of Organizational Effectiveness & Development

Job Group: Human Resources

Job Level Group: Director

FLSA Status: Exempt

Position Summary:

The Director of Organizational Effectiveness & Development is responsible for planning, developing and executing an innovative and holistic organizational development and training program to drive the performance and meet the needs of the College. The Director creates, curates, and assess all of college-wide employee training and professional development.

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 direct the activities of the College's Organizational Effectiveness and Development department
2. Oversee budgeting, accounting and financial reporting activities for assigned department.
3. Participate as an active and contributing member of a team to achieve goals
4. Ensure compliance with College policies and state and federal laws that training and development requirements.
5. Maintain effective partnerships with staff and administrators to reach departmental goals.
6. Supervise employees, including prioritizing and assigning work
7. Maintain a professional development program funds for college staff.
8. Identifies and assesses current and future organizational development needs through process analysis and collaboration with senior management to meet College objectives
9. Oversee employee hiring, corrective action, disciplinary and termination recommendations as necessary
10. Direct and supervise the collection and review of data and the preparation of a variety of reports, statements, and communications
11. Participate in special studies and recommending improvements to college training and development practices, policies and processes.
12. Create, develop and facilitate workshops and presentations related to the College goals.

13. Plan, design and implement specific activities focused on work environment improvement including leadership development, coaching and training, surveys and feedback instruments, and team building.
14. Develop appropriate metrics and tracking mechanisms to measure overall leadership effectiveness and individual programs
15. Play a key role in increasing retention that can be tied directly or indirectly to, the benefits of improved performance management, succession planning, or other organizational development initiative
16. In partnership with the Human Resources team, develop a college-wide succession plan while identifying processes and courses associated with each level of career development
17. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices.
2. Knowledge and application of various instructional methodologies.
3. Skill in people leadership and supervision.
4. Skill in effective communication (both written and oral).
5. Skill in independent decision making.
6. Skill in positive productive, and flexible customer service.
7. Skill in budget/resource management.
8. Ability to develop and maintain effective and positive working relationships.
9. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results.
10. Ability to operate relevant equipment required to complete assigned responsibilities for the position.

Supervision:

- Supervises work of other employees, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

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.
- **Governance, Institutional Policy, and Legislation:** Allows impact on the guidelines that determine how the College operates..
- **Institutional Leadership:** Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- **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 related field required.
 - Master's degree in a closely related field of study preferred.
 - Five (5) to eight (8) years of related experience required
 - Eight plus (8+) years of related experience preferred
 - Three (3+) years of supervisory experience required
- 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 a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally 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:

- Works some evenings and weekends
- Pre-employment Background Check Required