*Department: Human Resources* FLSA Status: *Non-Exempt*

**General Definition of Work**

Performs moderate professional work designing, planning and implementing training programs, policies, and procedures. The purpose of this role is to coordinate talent management, leadership, and employee development training efforts across the Town.Work is performed under the general direction of the Human Resource Director.

**Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

**Essential Functions**

* Performs a variety of Human Resource (HR) tasks and processes that contribute to the successful completion of work in the Human Resources Training, Development, and Performance area
* Participates in teams for special assignments across varying areas of HR
* Provide administrative support to the HR Director.
* Develop and implement effective learning and training programs for employees
* Collaborate with various departments to identify learning needs and create customized training solutions
* Conduct training needs assessments to determine gaps and opportunities for development
* Design and facilitate training sessions, workshops, and online learning courses
* Develop and maintain training materials, resources, and manuals
* Evaluate the effectiveness of training programs and make recommendations for improvement
* Stay up-to-date with industry trends and best practices in learning and development
* Collaborate with subject matter experts to ensure accuracy and relevance of training content
* Manage and track training records and completion rates
* Communicate with employees and managers to promote and support continuous learning and development
* Provide coaching and support to employees to enhance their skills and knowledge
* Assist in the onboarding process for new employees, including orientation and training
* Work with external vendors and consultants to develop and deliver training programs
* Participate in the development and implementation of company-wide learning and development strategies
* Adhere to company policies and procedures related to learning and development
* Maintain confidentiality of sensitive information and handle it with discretion
* Continuously strive to improve and enhance the overall learning and development experience for employees
* Performs related duties as required.

**Knowledge, Skills, and Abilities**

Comprehensive knowledge of the philosophy, principles and practices of public and town specific personnel administration such as recruitment, selection, benefits administration, labor relations, equal employment opportunity and affirmative action; thorough knowledge of governmental administration; through knowledge of research methods and tecniques, and methods of report presentation: ability to analyze, interpret and report research findings; comprehensive skill working with standard computer and peripheral equipment; thorough skill operating standard accounting software; thorough skill completing and submitting paperwork to various vendors and consultants; thorough skill working under time constraints and prioritizing work; ability to present ideas effectively, both orally or in written form; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to effectively counsel supervisors and management through employment matters; ability to maintain detailed and confidential information in an organized and accessible manner; ability to develop and facilitate trainings sessions; ability to motivate and encourage employees; ability to maintain a working level of knowledge of employment and personnel related legislation effecting the Town; ability to develop or amend Town policies and procedures in response to personnel related legislation or issues; ability to monitor compliance of department heads with state and federal regulations and operating policies or procedure; ability to conduct detailed analytical evaluations and studies and to prepare related reports and recommendations; ability to establish and maintain effective working relationships with employees, elected officials, consultants, attorneys, vendors and the general public.

**Education and Experience**

Bachelor’s Degree in Education, Training, HR or related field and/or experience.

3+ years in Human Resources or Training roles

Proven work experience as a Training Specialist, Trainer, Training Facilitator, or similar role. Hands-on experience coordinating multiple training events in a corporate setting. Knowledge of instructional design theory and implementation. Adequate knowledge of learning management systems and web delivery tools. Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate).

**Physical Requirements**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements**

Valid driver's license in the State of Tennessee.

**Pre-Hire Required Screenings**

Background Check

MVR Check

**Additional Benefits**

N/A