

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Organizational Development Coordinator
FUNCTIONAL AREA: Human Resources Department

WORK OBJECTIVE:

This is highly responsible professional, technical, and administrative work assisting the City to achieve its management goals and objectives with modern organization design, and providing direct assistance to the Director of Human Resources in administering employee and management development and relations for various departments.

An employee in this class researches, plans, and implements organization development activities, to include ongoing evaluations of productivity, service performance, public needs, growth opportunities, and assembling the members of organization development teams from the various departments and directing team activities.

Work is performed with considerable independent judgment and initiative under general supervision and is reviewed by observation of results achieved, conferences and reports.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develops proposals for performance needs for all Departments as part of the Business Planning process, forwards to the Director for approval.
- Prepares executive summaries that compares budgeted positions and increased service demands.
- Reviews and evaluates as it relates to service requirements, revenues expected, and staffing needs.
- Identifies, recruits, and trains individual members of the organization, coordinates their participation with the various Departments.
- Facilitates the meetings of organization development teams for the purpose of diagnosing system problems, and implements strategies for increasing management effectiveness.
- Conducts meetings to negotiate differences between competing priorities of various departments, and attempts to solve organization problems.
- Assists and coaches individual managers and supervisors in implementing organizational changes.
- May be delegated to represent the City before various Boards, Employees groups, and other committees.
- Reviews the literature and keeps knowledge current in the field of organization development.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Bachelor's Degree in Psychology, Sociology, Business or Public Administration or related field; supplemented by three (3) to four (4) years progressively responsible experience in progressively responsible administrative or personnel management experience; or an equivalent combination of education, training, and experience.

Organizational Development Coordinator

Knowledge, Skills, & Abilities –

Knowledge of current federal, state, and local laws, ordinances, policies, standards and practices in employee relations and personnel activities.

Knowledge of the objectives, methods, and problems of organizational development.

Knowledge of modern business methods and procedures applicable to public administration.

Knowledge of the methods used in making statistical surveys and the preparation of reports.

Knowledge of the functions, operations, and structure of the Coral Springs City government.

Skill in listening and counseling.

Skill in assembling complex technical data in a reasonable, timely and comprehensive manner.

Ability to assist employees and managers in resolving conflicts.

Ability to design problem-solving models.

Ability to establish good working relationships with other employees, public agencies, and the public.

Ability to present oral and written comments and recommendations clearly and concisely.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.