

## BOARD AND ORGANIZATIONAL DEVELOPMENT COORDINATOR

GENERAL STATEMENT OF DUTIES: Performs highly responsible duties coordinating functions of the Genesee County Board of Commissioners and Genesee County's organizational development platform; performs administrative and liaison duties for members of the Board of Commissioners, its chairperson and committees; administers county-wide organizational development standards; develops in-house training programs and coordinates the use of outside training consultants and programs; supervises staff as assigned; performs related duties as required.

### STATEMENT OF TASKS:

Schedules all committee meetings of the Board of Commissioners, subject to the request of Committee Chairpersons;

Oversees preparation of agendas and minutes of committee meetings and distribution of same;

Oversees preparation of Board related correspondence and laudatory resolutions;

Oversees referrals from committees and screens, appraises and refers all communications to the Chairperson of the Board and/or the appropriate committee chairperson;

Represents the Board of Commissioners with local, state and federal governmental units on issues affecting Genesee County, and works on other intergovernmental relations matters as directed;

Ensures travel and housing arrangements for conferences and special meetings for all members of the Board of Commissioners;

Prepares press releases as directed by the Board of Commissioners;

Manages County's organizational develop platform including: identifying needs and best methods in which to meet those needs;

Develops in-house training programs providing training opportunities to all County departments;

Develops course outlines and related materials for use in classroom settings;

Conducts trainings;

Provides classroom instruction in a broad variety of areas;

Coordinates the use of consultants and programs, which provide training opportunities that can not be accomplished in-house;

Recommends best practices for exit interviews, ADA processes, employee/public complaint process, etc. and develops policies/procedures as directed.

Performs liaison function between elected officials, consultants, management and labor representatives;

Prepares publications and announcement documents;

Develops and maintains required records and reports;

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of employee involvement and labor/management cooperation program approaches;  
Knowledge of county government operations;  
Ability to work independently;  
Ability to train employees in a variety of subjects;  
Ability to develop training programs and related materials;  
Ability to read, analyze and interpret complex materials;  
Ability to maintain close working relationships with labor and management representatives;  
Ability to supervise employees;  
Ability to utilize personal computer in daily activities;  
Ability to present ideas clearly and effectively in oral and written form;  
Ability to prepare and present complex oral and written reports;  
Ability to meet deadlines;  
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Public Administration, Organizational Management or related field **AND** three (3) years of experience in a position representing an elected official or officials **AND** one (1) year supervisory experience.

  
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Human Resources Director

Established: October 19, 2015