



## VACANCY ANNOUNCEMENT

*Open to all qualified current staff  
and external applicants*

# TRAINING SUPERVISOR HUMAN RESOURCES LIBRARY 21C (40 hours, exempt) Position # 210746001

- DATE POSTED:** December 13, 2019
- LOCATION:** 1175 Chapel Hills Dr., Colorado Springs, CO 80920
- SALARY RANGE:** \$22.83 per hour + full benefits (for benefits information, please see: <http://ppld.org/jobs/benefits>)
- POSITION HOURS:** 40 hours per week per the following schedule:  
**Monday – Friday between the hours of 8:00 a.m. – 5:00 p.m.**

**Note:** Regular schedule may be subject to minor changes due to required meetings, training events, etc. Management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.

### APPLICATION PROCEDURE:

1. Complete a PPLD online application located at [ppld.org/jobs](http://ppld.org/jobs) on the application tab.
2. **Required:** Resume and cover letter highlighting your relevant work experience and qualifications for the position should be submitted in the following file types: .doc, .docx, .pdf, .htm
3. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531-6333, Ext. 6380.

**CLOSING DATE:** Preference given to applications received by **December 30, 2019** at 9:59 p.m., MST. PPLD will conduct ongoing screenings of applications on a first come-first serve basis; as soon as we determine to have a qualified pool of applicants, this position may close quickly and without notice.

### CONDITIONS OF EMPLOYMENT:

#### All selected candidates...

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). Pikes Peak Library District participates in E-Verify.
- are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-verify), education, former employment, and criminal history.
- may be uniformly tested for job-related skills and required physical abilities
- may be required to undergo a physical examination *after* a job offer is extended in order to ensure that the job's physical requirements are met
- must understand and comply with PPLD's drug-free workplace policy
- understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice, in accordance with Colorado law

**EOE**

As an **Equal Opportunity Employer**, Pikes Peak Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender expression, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library reserves the right to hire more than one person per advertised vacancy.

## **TRAINING SUPERVISOR (cont.)**

**Position Summary:** Operates in a diverse environment to help fulfill the Library's mission by coordinating the annual training plan, developing and scheduling training programs. The position is responsible for developing and tracking outcome measures and aligning training with district-wide objectives.

### **Essential Functions**

*Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Assesses training and development needs in each department and district-wide.
- Develops and implements training programs in multiple formats, including virtual learning, that support PPLD strategic plan objectives; makes budget recommendations based upon annual training plans.
- Researches and coordinates selection of vendors, consultants, and learning methods for effective knowledge/skills acquisition.
- Measures and tracks employee and departmental training progress; defines expected outcomes for training activities and creates data-driven reports that demonstrate progress and challenges.
- Assists with the coordination of the annual Staff Development Day.
- Conducts classroom and individual training sessions as appropriate.
- Researches innovations and best practices in organizational learning; reports opportunities and ideas to the Organizational Development Manager.
- Attends staff meetings, supervisor meetings, and other team meetings to keep staff aware of training opportunities and strategic directions; solicits feedback regarding training needs.
- Models and promotes critical thinking skills and creative problem solving.
- Models change management skills; provides training to keep staff engaged and prepared to succeed in a rapidly evolving environment.
- Serves as an enthusiastic and positive leader for the training team through effective communication at all organizational levels; encourages and facilitates input, innovation, and participation.
- Responds to staff inquiries and suggestions about training requirements, opportunities, and suggested topics.
- Maintains training database for all staff who have a PPLD MUNIS Self Service account.
- Administers Learning Software system for staff licenses.
- Conducts applicable section of onboarding orientation for staff.

### **Additional Duties and Responsibilities**

*Duties are considered non-essential and include the following:*

- Pursues independent learning through research, workshops, conferences, and online learning; makes recommendations for new or enhanced initiatives.
- Networks with other local training professionals to share ideas and resources.
- Keeps informed about Library and department information.
- Participates in special projects as assigned.
- Serves on district-wide teams.
- Represents the Library District to community agencies and professional library organizations; speaks to interested groups as requested.

## **TRAINING SUPERVISOR (cont.)**

- Serves on local, state and national committees; takes an active role in library or other professional organizations.
- Attends regular department meetings and scheduled all-staff meetings.
- Performs other job-related duties as assigned.

### **Required Knowledge, Skills, and Abilities**

*The employee is expected to perform or possess the following:*

- Thorough knowledge of the Pikes Peak Library District's policies and procedures and ability to follow them.
- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision.
- Demonstrates advanced knowledge of organizational training best practices, methods, and innovations.
- Ability to exhibit leadership, sound judgment and professional demeanor in all situations; thinks and acts appropriately under pressure.
- Demonstrates excellent public speaking and presentation skills.
- Demonstrates excellent verbal and written communication skills; maintains effective relationships within the department and with staff at all levels.
- Demonstrates exceptional ability to use applications software, including human resources management products, Microsoft Word, Excel, Access, and Outlook, along with standard office equipment.
- Ability to work effectively as a team member, organize daily work and meet deadlines in a fast-paced, detail-rich environment.

### **Education and Experience:**

1. Requires a Bachelor's degree in instructional design, organizational development, human resources or a related field. Master's degree preferred.
2. Requires a minimum of three years of organizational learning and/or training. Master's Degree preferred.
3. Certification in Professional in Learning and Performance (CPLP) or Organizational Development and Change Operational Excellence (ODCOE) preferred.

### **Physical and Environmental Conditions:**

Work is primarily conducted in an office setting that provides comfortable lighting, temperature and air conditions. Position requires the ability to sit and use a computer or standard office equipment for extended periods. Position requires the ability to stand for extended periods of time. Position requires the ability to lift up to 30 pounds occasionally.

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.