Job Title	TFS Employee Development Department Head
Job Code	7999
Exempt Status	Exempt
Position Status	
EEO Classification	

Job Summary

The TFS Employee Development Department Head, under direction, manages and oversees activities related to employee training and professional development for the agency. This may include areas such as onboarding new employees, monitoring online training courses, delivering leadership/organizational development programs/conferences, leading the environmental health and safety program and providing certain employee services as assigned.

Essential Duties and Responsibilities

- Manages and oversees employee training and professional development functions. Supervises support staff.
- Coordinates and conducts training workshops. Facilitates and manages leadership/organizational development programs and conferences. These include the Leadership Enrichment Program and the Supervisor Development Program.
- Conducts and presents employee development workshops and presentations using varied educational methods.
- Coaches and trains supervisors and employees as needed.
- Develops, designs, implements, and evaluates employee development/training courses and maintains employee development web pages.
- Assesses organization/employee training and development needs. Identifies solutions toward improved skills development and new learning.
- Facilitates development of the annual agency training plan and its budget.
- Manages and provides budgetary oversight to assigned department accounts in accordance with applicable laws, policies, rules, procedures, and guidelines.
- Oversees the maintenance and enforcement of agency guidelines for delivery of employee services including the hiring process, new employee orientation, central personnel files, HR document processing, annual position description updates and employee appraisals.
- Monitors, evaluates, and records training activities and program effectiveness and ensures compliance with required System, State, and Federal training requirements.

- Ensures that appropriate coordination is accomplished between the Employee Development Department, and Agrilife Human Resources in all associated activities.

- Coordinates contracts to ensure significant savings of budgeted training funds. Coordinates the procurement of high-quality and cost-effective training resources.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree in Education, Training and Development, Human Resource Management, Business, and/or Speech and Communications, or equivalent combination of education and experience.

Experience – Five years of related experience in curriculum and training design and teaching/instruction of individuals and groups

Knowledge of – Knowledge of word processing, spreadsheet, and database applications.

Ability to – Ability to multitask and work cooperatively with others. . Strong interpersonal and organizational skills. Strong verbal and written communication skills. Excellent public speaking and presentation skills.

Licensing / Professional Certification – None.

Physical Requirements – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position generally supervises employees.

Other Requirements

Approved by:	
Date approved:	
Reviewed:	