

**Henderson County Public Library  
Employee Development Specialist  
Job Description**

**Job Summary:**

The Employee Development Specialist is an internal library position that works closely with the Executive Director and Finance/HR Manager to manage the performance of library employees and teams, and implement innovative strategies that help all library employees reach their full potential. A successful Employee Development Specialist is able to draw from a variety of resources to analyze employee performance, and then develop training and learning opportunities that help managers and staff strengthen critical job skills. Success is measured by effective work methods, strong team work, positive and effective communication, and an eagerness to learn and develop essential library skills.

**Essential Responsibilities:**

- Designs and implements innovative training programs for library employees that support employee development in alignment with the library's mission.
- Actively provides performance coaching and counseling for library managers and staff, and effectively drive employee performance.
- Coordinates library mandatory trainings that support KDLA continuing education requirements, monitoring and reporting completion and effectiveness of training.
- Develops and organizes training manuals, visual aids, and other educational materials.
- Ensures equal access to training opportunities for all library employees.
- Collaborates with the Director and Finance/HR Manager on library personnel policies, and develops training strategies that allow employees to understand and comply with library standards of conduct.
- Evaluate current staffing model and make recommendations for reorganization.
- Oversees standards and practices for filling library position, and coordinates new employee onboarding and orientations cross-divisionally with library managers.
- Performs frequent analysis of personnel policies, training materials and employee performance to ensure that all components connect with the library's mission.
- Greets and engages with library customers to discover and meet a variety of needs, while demonstrating a sincere desire to serve.

**General Duties and Responsibilities:**

- Maintain good relations with the public and staff.
- Actively promotes library programs, public facilities, and community services.
- Follow policies and procedures consistently.
- Attend and participate in meetings, workshops, and conferences as appropriate.
- Perform other duties as assigned.

**Education and Experience Requirements:**

- Bachelor's Degree in Business, education, or a related field is required.
- A minimum of 5 years successful business leadership, corporate training and/or employee development employment experience is required, including at least 2 years of successful

supervisory experience.

- Public library experience preferred, not required.

**General Knowledge, Skills, and Abilities:**

- Ability to organize work, set priorities, use time effectively, work independently, and meet deadlines.
- Ability to make decisions within stated guidelines.
- Ability to multi-task, create acceptable products by strict deadlines, and work effectively with a variety of people and situations.
- A clear understanding of the library's public service mission and a forward-thinking vision regarding the library's role in the community.
- Excellent written and verbal communication skills.
- Ability to analyze and creatively solve problems related to the position.
- Ability to establish and maintain rapport with customers and provide a high level of professional customer service.
- Flexible, adaptable, and able to flourish in a changing environment.

**Physical Requirements:**

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. The employee is regularly required to stand; sit; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk and hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

**Work Schedule:**

This is a full-time position that requires 40 hours per week. Varied schedules may include mornings, afternoons, evenings, and weekends in various departments. Dependability and diligent attendance are required.

**Supervisor:**

Finance/HR Manager and Executive Director