

# Learning and Development Specialist

JOB TITLE: Learning and Development Specialist

FLSA STATUS: Exempt

GRADE: 38

DEPARTMENT: Strategic Services

APPROVED DATE: 03/2013

REVISED DATE: 10/2018, 02/2022, 05/2023

## Job Summary

A key role of this position is to provide expert facilitation and training in a multicultural environment to support organizational change through learning. Some of the actions this may include are designing, curating, and implementing learning curricula and course content for the organization ? including anti-racism, cultural competency, Staff in Charge training, intellectual freedom, and equity, diversity, and inclusion trainings in consultation with EDI & Talent Development and other department team members.

This position contributes to the Library District's effective operation, providing library services, spaces, and resources that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone.

## We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

## 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. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.*

1. Design, curate, and deliver learning curricula and course content for the organization.

2. Train employees to achieve employee performance goals and organizational objectives.
3. Facilitate collaborative group processes in diverse environments to build a shared framework of understanding for decision making, problem solving, consensus building, visioning, and implementing action plans.
4. Collaborate with the Talent Development Manager to conduct ongoing organizational, departmental, and individual learning and development needs assessments.
5. Apply principles of cognitive science and adult learning design to create and/or research, vet, and curate instructional content, tools, and resources.
6. Analyze, select, and implement the most appropriate strategies and technologies to maximize accessible and applicable learning experiences and knowledge transfer.
7. Exhibit excellent customer service skills in partnering with internal subject matter experts and external vendors to create, support, and enhance learning programs.
8. Stay abreast of current learning and EDI trends and tools to support and create professional development for library leaders and staff.
9. Incorporate learning assessment and measurement in learning design and delivery strategies.

### **Additional Duties and Responsibilities**

1. Perform specialized duties in support of department services as directed.
2. Serve on system committees as assigned.
3. Attend meetings, trainings, and workshops as assigned.
4. Assist with special projects as required.
5. Train new staff as needed.
6. Perform other duties as assigned.

### **Supervision**

The position reports to the Talent Development Manager. Supervision of the work of others is not a normal part of this job; however, the position may guide project work of volunteers or temporary staff.

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

1. Demonstrated ability to train diverse adult learners in online and in-person environments.

2. Ability to facilitate and guide discussions, including those on diversity, inclusion, equity, and cultural responsiveness.
3. Has a high proficiency, awareness, knowledge, skills, and tools to effectively translate equity, inclusion, and diversity concepts into action for self and staff.
4. Ability to communicate effectively with diverse audiences.
5. Ability to operate with a high level of proficiency in computer applications including but not limited to Microsoft Outlook, Word, Excel, and PowerPoint, technology tools for the design and delivery of synchronous and asynchronous learning solutions, and complex relational databases, such as learning management systems.
6. Ability to design and create comprehensive learning materials and methods.
7. Ability to independently develop and apply new knowledge and skills.
8. Strong organization and attention to detail.
9. Strong analytical and problem-solving skills.
10. Ability to convey information clearly in verbal and written communication.
11. Ability to work independently and set priorities.
12. Ability to work cooperatively and maintain interpersonal skills with the public and coworkers at all levels of the organization utilizing excellent customer service skills.
13. Protect the strictest confidence of highly confidential and sensitive information.

### **Education and Experience**

*Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:*

1. People in this role often (but not always) have a bachelor's degree in a related field such as education, communication, organizational learning and development, or business administration OR any equivalent combination of education and experience necessary to successfully perform the duties of the job.
2. A minimum of three years' experience training and facilitating for diverse audiences is required.

### **Physical and Environmental Conditions**

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

Most of the work is carried out within a generally accessible, safe, indoor environment. While performing the duties of this job, the incumbent is required to operate computers for extended periods of time. The incumbent may occasionally lift and/or move objects or materials weighing up to 25 pounds, in addition to setting up and arranging facilities and equipment for training.

The incumbent must regularly communicate with coworkers and members of the public. These contacts and situations are deemed to be generally safe and free of undue stress, but require the incumbent to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.

The incumbent may travel to various sites in all kinds of weather and traffic conditions. To accomplish this travel, the incumbent must be able to drive and hold a valid Washington State driver's license or to make independent arrangements for such transportation.