

MAJOR FUNCTION

This is a responsible professional administrative position providing management support to the Human Resources and Workforce Development Department in the areas of people and program metrics, and reporting. This is the advanced position in the Talent Development series that focuses primarily on analyzing the design, development, implementation, and administration of the Tallahassee Future Leaders Academy (TFLA), and makes independent recommendations regarding the solution of complex problems. Responsible for planning, assessing, and implementing the Tallahassee Future Leaders Academy program participants, working with TFLA team members, and overseeing the administration and strategic plan of the program. Provides oversight for the City of Tallahassee Internship Program and a broad range of Human Resource and Workforce Development issues and programs. Work is performed with significant discretion and initiative in carrying out departmental objectives efficiently and effectively under the general discretion of the Manager. Work is subject to review by the Talent Development Coordinator through reports, weekly meetings with the supervisor, feedback from staff and observations of results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Responsible for coordinating all program activities and events. Responsible for the planning, development and implementation of program workshops. Responsible for strategic planning and analysis to ensure that TFLA can successfully fulfill its mission into the future. Enhances TFLA's presence by being active and visible in the community and by working closely with other professional, civic and private organizations. Develops and organizes fund raising efforts including individual and corporate donations, special events, planned giving, foundation grants, etc. Oversees the recruiting of program participants and the application process. Meets regularly with team members to establish future goals. Oversees the assessment and evaluation process of the program and the participants. Develops an annual report to document and analyze outcomes and impact of TFLA. Performs related work as required.

Other Important Duties

Oversees the City's internship program and assists with all aspects of the City-wide training programs: Freshen Your Intellect (FYI) New Public Servant Initiative (NPSI), Administrative Professional Development Program (APDP), New Employee Orientation, Certified Public Manager and Tuition Reimbursement programs and other related work as required. Attends workshops and community events as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of training, teaching, youth development, program development, program assessment and program evaluation. Knowledge of methods and techniques used to establish and maintain effective work relationships. Ability to plan, develop, and implement programs and activities relative to training, teaching, youth development, program development and program evaluation. Ability to make presentations to community groups. Ability to prepare written reports and recommendations. Ability to communicate clearly and concisely, orally and in writing. Ability to maintain effective working relationships as necessitated by the work. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree with in business or public administration, or the social sciences and four years of technical and professional human relations, personnel, equal opportunity, or administrative experience; or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Established: 09-30-17