



City of Nampa Director of Workforce Development Notice of Job Opening

May 10, 2019

Please post or otherwise make available the following information. The City of Nampa has an opening for a full-time **Director of Workforce Development**.

The City of Nampa is committed to ensuring equal opportunities to all individuals. If you need an accommodation to participate in the application process, please contact the Human Resource Office at 468-5437. TDD Relay Service: US West 1-800-377-3529 or 7-1-1.

Department: Mayor	Job Status: Full Time
FLSA Status: Exempt	Reports To: Mayor
Grade/Level: \$88,000-\$92,000 per year	Amount of Travel Required: None
Job Type: Appointed Position	Positions Supervised: Supervision is exercised over all departmental personnel.

Work Schedule:

Generally 8:00 am - 5:00 pm; however, must be able to work flexible and varied hours.

GENERAL STATEMENT OF DUTIES

Engages and oversees the performance of personnel and various programs associated with employee services, risk management and professional development.

Provides direction and vision for the development of city personnel within the various city departments. Working with departmental leadership, this includes organizational alignment, leadership development, general training and succession planning. The position is also responsible for oversight of the management of organizational standards and policies related to employee services; including but not limited to performance assessment, career path development, administration of benefits and risk management related to employee injury risk.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Designs and implements organizational structures which optimize employee engagement and organizational efficiencies.
- Conducts analysis of employee professional development needs.
- Develops employee career paths.
- Designs and implements training, conducts research and proposes educational recommendations for the purpose of enhancing employees' knowledge and skills in pursuing City career paths.
- Facilitates employees' understanding of change management by developing plans that:

Walk	<33% or 0-2.5 hrs
Sit	<66% or 2.5-5.5 hrs
Manually Manipulate	<33% or 0-2.5 hrs
Reach Outward	<33% or 0-2.5 hrs
Reach Above Shoulder	<33% or 0-2.5 hrs
Squat or Kneel	<33% or 0-2.5 hrs
Bend	<33% or 0-2.5 hrs
Grasp	<33% or 0-2.5 hrs
Speak	<66% or 2.5-5.5 hrs
Lift/Carry:	
<11 Lbs	<66% or 2.5-5.5 hrs
11-20 Lbs	<33% or 0-2.5 hrs
Push/Pull	
<13 Lbs	<66% or 2.5-5.5 hrs
13-25 Lbs	<33% or 0-2.5 hrs

WORK ENVIRONMENT

The principal duties of this class are performed in a general office environment.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

FINGER DEXTERITY:	Sufficient to enable the employee to operate a personal computer and other general office equipment.
SPEECH:	Sufficient clarity to enable the employee to communicate effectively and convey detailed or important instructions or ideas accurately, loudly or quickly.
HEARING:	Sufficient clarity to enable the employee to hear average or normal conversations and receive ordinary information.
VISUAL ABILITIES:	Sufficient to enable the employee to clearly view a wide variety of materials in both electronic or hard copy form.
PHYSICAL STRENGTH AND PERSONAL MOBILITY:	Sufficient to enable the employee to function within a general office environment.

Special Conditions: The City of Nampa has a Drug/Alcohol Free Workplace Policy. Any offer of employment is contingent upon passing a pre-employment drug test, background check and driving check (if applicable to position).

Dates to Submit Application: Application and position information may be found online at: <https://nampaid.munisselfservice.com/employmentopportunities/default.aspx>. Applicant must submit an online application; resumes are encouraged but will not be taken in lieu of the application.

The City of Nampa is an Equal Opportunity/Affirmative Action Employer. The City of Nampa is an Equal Opportunity/Affirmative Action Employer.

The City has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.