

**EXECUTIVE DIRECTOR OF PROFESSIONAL DEVELOPMENT
(BUILDINGS)**

General Statement of Duties and Responsibilities

This is a management class of positions. All incumbents perform related work.

Under executive direction, with very wide latitude for the exercise of independent initiative and judgment, develops, manages, and evaluates professional development initiatives and programs designed to enhance staff performance, meet legal requirements, and assist employees in attaining and retaining licensure.

Examples of Typical Tasks

Sets professional development policies for the Department.

Creates and performs needs assessments. Develops and implements learning plans for inspectorial, plan examination, legal and other professional staff.

Manages the development and delivery of curricula related to all learning plans including the Inspector Academy, technical training, attorney training, trainee programs, and e-learning initiatives.

Establishes and maintains cooperative relationships with other City, state and federal government agencies, external vendors and academia to set training objectives and policy.

Qualification Requirements

1. A baccalaureate degree from an accredited college in education, human resource development, industrial and/or organizational psychology, organizational behavior, public administration, training and development, or a closely related field and four years of satisfactory, full-time experience in training and development, at least one year of which must have been in an administrative, managerial, consultative, executive or supervisory capacity; or

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(continued)

Qualification Requirements (continued)

2. Education and/or experience equivalent to “1” above. However, all candidates must have the one year of administrative, managerial, consultative, executive or supervisory experience as described in “1” above.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.