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*The Dayton Metro Library is seeking a full-time Staff Development Manager. This position reports to the Human Resources and Organizational Development Director. The ideal candidate will be knowledgeable in professional training principles, methods and techniques. They will also be adept at prioritizing training needs while managing multiple projects simultaneously. They will design, develop and deliver training through our learning management system. The selected candidate will also be in charge of coordinating staff events for 300+ staff members. Join our team today!*

*DML is committed to cultivating environments and a workforce that reflects our community. As such, we encourage everyone to apply. Further, we recognize the importance of language expertise on our team as Dayton was the first city in the United States to earn the status of "Certified Welcoming" city. We encourage applications from individuals that are fluent or proficient in any non-English languages commonly used in Montgomery County including Spanish, Mandarin, French, Korean, Vietnamese, Hindi, Urdu, Russian, Tagalog, Kinyarwanda, Arabic, Turkish, Swahili, and American Sign Language (ASL).*

**Essential Job Duties**

* Directly hires, manages, evaluates, and schedules Staff Development Assistant. Communicates with Human Resources and Organizational Development Director on policy and staffing issues.
* In collaboration with HR training staff and department heads, develops annual training plan, budget and calendar. This may include, but is not limited to: training budget for HR training initiatives, large-scale training initiatives for other departments, Library-wide training programs, orientation, etc.
* Identifies training and development needs of staff at all organizational levels through a variety of means including, but not limited to, surveys, personal interviews, and group meetings.
* Based on identified needs, maps out annual training plan. Develops, designs, and delivers training programs, including a curriculum-based program for staff. Selects appropriate training methods and activities.
* Manages and tracks employee participation in online learning within the learning management system.
* Markets training opportunities to encourage participation of targeted audiences. Coordinates scheduled training with appropriate Library and/or contract personnel.
* Develops and manages a robust new employee orientation and onboarding program in collaboration with other HR team members.
* Assesses instructional effectiveness and determines the impact of training on employees’ skills, knowledge, and abilities. Amends and revises programs to ensure maximum impact on workplace performance.
* Keeps abreast of changes in Library policies, practices, and technologies and adjusts training curriculum to reflect such changes.
* Organizes material, physical, and human resources needed to carry out the training plan. Contributes to the development, planning and execution of annual employee events, campaigns and activities, thinking creatively about how we raise the bar from year to year, leveraging technology, and engaging employees. Serves as chair of the Staff Day Committee. Serves as chair of the Reference Training Committee.
* Keeps up to date with developments in training and library services. Researches and applies new technologies and methodologies in workplace learning.

**Job Qualifications**

* Master’s degree in Library and Information Science (preferred) or a Bachelor’s degree in Human Resources, Education, Organizational Communications, Organizational Development or its equivalent in education and experience is required.
* Knowledge of professional training principles, methods, techniques and procedures. Excellent verbal, written, human relation and public speaking skills. Ability to assess training needs.
* Ability to develop and manage individual learning plans, group training plans, development training programs, and related educational opportunities to meet employee needs.
* Ability to manage a training budget.
* A minimum of three to five years of increasingly responsible experience in a public library setting at a professional level preferred.
* A minimum of three years’ experience in employee training including curriculum design, materials development, facilitation, implementation, measurement, evaluation and selection of 3rd party programs preferred.
* Valid Ohio driver’s license, acceptable motor vehicle record, and continuous insurability required.
* Ability to maintain effective relationships with community members, vendors, organizations, and staff members.
* Ability to write reports, business correspondence, and training handouts clearly and informatively.
* Ability to effectively present information and respond to questions from staff, speakers, and vendors individually and in a group setting.

**Compensation and Benefits**:  Salary is negotiable starting at $65,627 annually. Benefits include health, dental and vision insurance along with paid time off and OPERS retirement.

To apply, visit <https://www.daytonmetrolibrary.org/careers/> This position is open until filled.

*The Dayton Metro Library is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*