

Hanover County Government  
Human Resources Department  
Human Resources Learning & Development Manager  
Salary: \$76,087.00 - \$102,717.00 Annually

**General Description:**

This is a professional position that performs complex tasks to coordinate, develop, implement and manage the training function for the County.

**Organization:**

The Human Resources Learning & Development Manager reports to the Director or designee of Human Resources and supervises no staff.

**Essential Functions:**

- Oversees the planning, implementation, and evaluation of Countywide training and development programs (to include New Hire Orientation, Intern Program, Performance Evaluation Program).
- Facilitates employee training sessions on a variety of HR-related topics.
- Identify and analyze organizational/training problems/needs/issues, assess the impacts and make recommendations.
- Produce high-quality professional presentations and training materials. Create new and revise existing training materials and programs based on feedback from subject matter experts and employees.
- Responds to inquiries from employees and departments as needed. Develops procedures to ensure consistent implementation of program area.
- Works with vendors
- Advises employees and departments on questions and processes related to learning and development.
- Trains and develops staff.
- Interprets Human Resources policies to employees and the public.
- Completes surveys or other special projects as assigned.
- Conducts research on training trends in employee development.
- Performs related work as assigned.

**Working Conditions:**

A. Hazards

- None Known

B. Environment

- Office

C. Physical Effort

- Occasional lifting more than fifteen (15) pounds.

D. FLSA

- Exempt

**Knowledge, Skills and Abilities:**

Knowledge of the principles and practices of human resource administration required. Ability to design and deliver training programs. Must be able to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with employees, vendors, and the public, required. Ability to manage multiple projects simultaneously. . Must know how to organize and prioritize work and meet deadlines. Computer literacy, preferred.

**Education, Experience and Training:**

Bachelor's degree (related field preferred) required with at least two (2) years of progressively responsible experience in training and development required – OR – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

**Special Conditions:**

- Criminal Records Check, including fingerprinting
- Twelve-month probationary period
- Work beyond normal schedule may be necessary

For more information and to apply, please visit [www.hanovercountyjobs.com](http://www.hanovercountyjobs.com)