

**LAREDO COMMUNITY COLLEGE
JOB DESCRIPTION**

TITLE: Employee Development & Records Manager

DATE: February 1, 2007

PERSONNEL GROUP: Administrative Professional

CLASSIFICATION LEVEL: Grade 25

DEPARTMENT: Office of Human Resources

BASIC FUNCTION AND RESPONSIBILITIES

The Employee Development & Records Manager will implement and coordinate activities and programs to promote professional development for both staff and faculty at the College. This position will also be responsible for the maintenance and up keep of a digital database of all college personnel files.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Secures, implements, and coordinates professional development activities for each personnel group in the College;
2. Ensures that each professional development activity is publicized;
3. Coordinates annual events such as fall convocation and spring in-service;
4. Coordinates quarterly New Employee Orientations, and semi-annual New Faculty Orientation;
5. Coordinates the faculty evaluation (student) process for faculty;
6. Organizes training seminars events for all employee groups.
7. Ensures all incoming documentation is properly scanned into an electronic database.
8. Disseminates professional development information; Assists all college departments in the verification of credentials and any other Human Resources requirements in regards to accreditation.
9. Assists in the day to day operation of the Human Resources Department.
10. Performs other duties assigned by the Director of Human Resources.
11. Assists Director of Human Resources in the development and implementation of records retention policies.
12. Ensures that all public information requests are handled in a timely manner.

SUPERVISION RECEIVED: Director of Human Resources

SUPERVISION EXERCISED: None

QUALIFICATION STANDARDS

Education: Four year degree in business or related field required.

Experience: Two years experience working in an education environment, preferably with direct involvement with employees. One year supervisory experience required; one year experience in records management in an educational institution required.

Licenses: Not applicable

Skills, Knowledge and Abilities: Must be able to handle multiple tasks, must be sensitive to the professional development needs of employees in each classification. Must have strong interpersonal, verbal written skills and have knowledge of records management

SKILL TESTS REQUIRED: None

ACKNOWLEDGEMENT: The undersigned have jointly read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed and/or implied.

Employee's Signature & Date

Supervisor's Signature & Date

Printed Name

Printed Name

Printed Title

Printed Title