

Job Title	Organizational Development and Strategic Initiatives Administrator
Employer/ Agency	Harris County
Job Description	<p>The Organizational Development and Strategic Initiatives Administrator works as a member of the HCPS Leadership Team and is involved in the design, development, and delivery of solutions that better assess, align, develop and utilize HCPS organizational and human resources at the individual leader, team, and organizational levels. Major responsibilities include serving as an internal expert consultant on strategic planning, organizational performance assessment, organizational design, organizational change, climate assessment, leader and team assessment and development, and learning. The Organizational Development and Strategic Initiatives Administrator oversees the agency's quality assurance, training and communication strategies. The position also provides support to the agency's public/private partnerships.</p> <ul style="list-style-type: none">• Partners with agency leaders and HR Partners on issues pertinent to leadership, organizational effectiveness, and change management in an effort to improve overall organizational performance, through building relationships with agency personnel, stakeholders, contractors and the community.• Identifies opportunities to integrate Organizational Development solutions that blend organizational effectiveness, talent development, change management, and learning to drive significant improvements in performance, productivity, and culture.• Assesses and diagnoses organizational situations, determine appropriate interventions to enhance individual and organizational effectiveness, ensure alignment of agency goals with organizational designs and develops or recommends solutions (i.e. functional design, roles and responsibilities, leadership alignment, skill development, etc.).• Supervises the design, implementation, and oversight of the agency internal and external communication plan.• Monitors the plan and makes adjustments as necessary.• Develops and executes agency multi-year strategic plan and to revise the plan as needed in partnership with Agency Leadership Team, Executive Director and Board of Directors.• Partners with Executive Director, HR manager and partners, Program Administrators and Training Manager

	<p>to continually build the HCPS leadership pipeline to ensure strong succession management and leadership development.</p>
<p>Qualifications</p>	<ul style="list-style-type: none"> • Master's degree from an accredited college or university in Social Services, Psychology, Organizational Psychology or related field. • Minimum of three (3) years of full-time experience in Organizational Development that must include facilitation and planning experience and skills that have resulted in employee and/or stakeholder groups successfully identifying and working towards a common vision, as well as networking with various levels of leaders, <u>and</u> three (3) years' managerial experience with a strong track record of managing staff who has program oversight responsibility. <p><u>Plus</u></p> <ul style="list-style-type: none"> • Expert knowledge of adult learning theory and application of theory through the development, implementation and facilitation of face-to-face instruction. • General understanding of how OD solutions integrates with functions of human resources management. • Possesses strong knowledge of leadership competencies and techniques for developing competence. • Demonstrated ability to develop and implement a project work plan to meet project deadlines within a designated time frame. • Proven ability to facilitate strategic planning meetings for various levels of the leadership team and various program components. • Proven ability to interact and appropriately influence at all levels of the organization. • Proven analytical skills and the ability to use data to inform decision-making. • Ability to translate abstract concepts into actionable tasks. • Ability to model empathy and understanding of the challenges faced by staff that serve agency clients while remaining focused on agency mission and goals. • An ability to coach and develop others and provide training and support. • High degree of learning agility, including self-awareness, mental (problem solving), people, change and results agility.

- Demonstrated ability to assess facilitation techniques, training materials and assessment of the effectiveness of learning programs.
- Demonstrated ability to build business cases and recommend sound, actionable solutions.
- Intercultural awareness required due to the diverse scope of the role.
- Appropriate boundaries in place as it relates to interactions with staff, stakeholders, Board members and community members.
- Team player who enjoys interaction with professionals, peers, and stakeholders.
- A strong commitment to and promotion of the agency mission and core values.

PREFERENCES:

- Experience in public sector arena.
 - Certification and skill in using one or more of the following personality assessments:
 - DISC
 - Myers Briggs
 - Insights Member of Center for Creative Leadership or similar organization; Certification and skill in using one or more of the following:
 - Crucial Conversations o Benchmarks – 360 Assessments
 - GROW Coaching Model
 - Conflict Resolution
 - Master Facilitator
- Experience in project management.
- Overall knowledge of Harris County Protective Services programs and the state child welfare system.
- Direct practice experience in state our county child welfare programs.

Salary/Hours	<p>HOURS: 8:00 a.m. TO 5:00 p.m. Monday-Friday</p> <p>SALARY: Based on Salary Admin Plan Based on 26-Pay Periods</p>
Employer/Agency	Harris County
Address	1310 Prairie Street, Ste. 170
City, State, Zip	Houston, TX 77002



Contact Person	Human Resources & Risk Management – Employment Office
Contact Title	
Telephone Number	713-274-5444
Fax Number	
Email Address	employment@bmd.hctx.net
Application Method	Apply online: http://www.harriscountytx.gov/hrrm/employment.aspx
Opening Date	10/21/2016

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.