

8/27/21



Town of Ocean City, Maryland
Municipal Government
Human Resources

Professional Development & Training Coordinator

How would you like to work in the beautiful resort Town of Ocean City, Maryland?

The successful candidate will have the opportunity to design a city-wide training curriculum for the Town of Ocean City with an emphasis on continuous employee development, retention, promotion and succession planning.

The incumbent will develop and implement a variety of technical and soft skills programs to satisfy the developmental needs of the Town's workforce; support the employee performance review process; oversee the development of department succession plans; identify and administer an enterprise learning system to track and record learning activities; and participate in a wide variety of other human resources projects as needed.

Preferred qualifications include a Bachelor's Degree in Communications, HR Management, Education or a related field. Professional certification in the area of training (i.e. CPTD) is strongly preferred along with at least 5 years of experience in instructional design and delivery; strong proficiency with all Microsoft office products, and excellent written and verbal communication skills. Starting pay commensurate with education and experience. The Town offers a competitive benefits package. Applications accepted until filled.

Apply to oceacitymd.gov.

Ocean City is an Equal Opportunity Employer.
Qualified women, veterans, and minorities are encouraged to apply.