

Organizational Development Program Manager

City of Bellevue ★★★★★ 49 reviews

Bellevue, WA 98004

\$91,423 - \$126,154 a year

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Job Summary

Are you passionate about public service, someone who has experience in providing exceptional customer service to people with diverse backgrounds, beliefs, and working and collaborating in diverse, multicultural, and inclusive settings? If so, come join our Human Resources department at the City of Bellevue. A successful candidate for this role will have experience in organizational development, training strategy development and implementation, program management, and learning and performance system administration. We look forward to sharing more about how this exciting role should be the next step in your career.

In our Human Resources Department, you'll be a part of an engaged, enthusiastic team, dedicated to providing exceptional service to employees who serve our community in key roles throughout the city. Bellevue employees embrace the values of innovation, integrity, stewardship, collaboration, accountability, diversity, equity, and inclusion, and take pride in the work they do, believing that Bellevue welcomes the world, our diversity is our strength, we embrace the future while respecting our past.

Essential Duties and Responsibilities

- Facilitates and/or collaborates in the design and implementation of human resources systems, processes, and programs such as career development, mentoring, talent succession, and leadership development.
- Serves as internal consultant and provides organization development consulting services to departments such as on team building, goal setting, restructuring, conflict mediation, program planning, and change management.
- Determines needs, develops sustainable strategies, and provides direct training to all levels of the organization in order to meet the organization development goals of the city.

Knowledge, Skills, Abilities and Competencies

- Knowledge of current trends and practices of public human resources administration.
- Knowledge in effective training and learning techniques.
- Skill in group facilitation and project management.
- Skill in effective, clear, and persuasive oral and written communications to individuals and groups.
- Ability to establish and maintain effective working relationships with employees and managers, serving as a collaborative internal consultant.
- Ability to plan, manage, and implement new projects and programs within budget and deadline objectives.
- Ability to maintain confidential and sensitive information.

Qualifications

- Graduation from an accredited four-year college or university with a degree in human resources, business, organizational development, public administration, or related field.
- Five or more years of professional related experience in human resources, with emphasis in employee training and development, organizational development, internal communications, and rewards and recognition.
- Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
- American Society for Training and Development certifications preferred; Senior Professional Human Resources Certification preferred.

Competencies

- Customer Focus: Building strong customer relationships and delivering customer-centric solutions.
- Instills Trust: Gaining the confidence and trust of others through honesty, integrity, and authenticity.
- Communicates Effectively: Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.
- Cultivates Innovation: Creating new and creative ways for the organization to be successful.
- Values Differences: Recognizing the value that different perspectives and cultures bring to an organization.
- Action Oriented: Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.
- Decision Quality: Making good and timely decisions that keep the organization moving forward.
- Nimble Learning: Actively listening through experimentation when tackling new problems, using both successes and failures as learning fodder.
- Manages Complexity: Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems.
- Plans and Aligns: Planning and prioritizing work to meet commitments aligned with organizational goals.