

Title: Employee Programs Specialist

PG: 36

Status: Civil Service

Position Reports to: Director of Training and Workforce Development

Department: Lakeland Electric

Class Code: 2184

Date: 05/09

GENERAL DESCRIPTION OF CLASS

This is administrative work in the areas of human resources and employee programs. An employee in this classification performs work in support of the employees in the electric department. Assignments may include assisting in special assignments in addition to performing regularly established tasks. A high degree of professionalism, independent judgment and accuracy is required within the framework of established policies. Work is reviewed by the manager through conferences, reports, and observation of results achieved.

ESSENTIAL FUNCTIONS:

1. Conducts orientation for new Lakeland Electric employees.
2. Coordinates the department's community involvement activities.
3. Coordinates registration, reservations and all travel arrangements and related reimbursements for Lakeland Electric employees.
4. Administers the department's recognition and reward program.
5. Coordinates various projects and prepares reports upon completion.
6. Assists with department's student program.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of Microsoft Office applications. (Excel, Word, Power Point)
2. Skill in oral and written communication and presentation skills.
3. Skill in prioritization and organization.
4. Ability to establish and maintain effective working relationships with co-workers, other employees and the general public.
5. Ability to carry out assigned responsibilities and solve minor administrative problems.
6. Ability to prioritize, multi-task, meet deadlines, manage projects, work under pressure and work in a fast-paced team environment.
7. Ability to maintain confidentiality and perform duties in a professional manner.
8. Ability to develop and maintain spreadsheets.
9. Ability to coordinate employee programs.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, (exerting up to 10 pounds of force on a recurring basis,) (routine keyboard operations).

The job risks exposure to no significant environmental hazards.

bright/dim light,

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

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QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from high school and two (2) years of college with coursework in organization development, human resources or related field preferred.
2. Three (3) years of experience in project management, human resources, training or a related field.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Requires strong interpersonal skills suitable for interacting with various divisions, system personnel, and employees at all levels in the organization. Must have the ability to be flexible, a self-starter and able to work under pressure to meet deadlines.
2. Must possess a strong customer service orientation, be an excellent problem solver, work effectively in cross functional teams and demonstrate a commitment to strategic objectives.
3. Must maintain a valid contact number.
4. Must maintain city driving privileges.
5. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.