

City of Fort Worth, Texas

Job Description

Classification Title	Organizational Development Specialist		
Job Code:	PR5960	Job Family:	Professional
Pay Grade	610	Date Reviewed:	03/08/2025
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

The Organizational Development (OD) Specialist in the Human Resources Department plays a critical role in advancing the City's strategic goals by designing and delivering innovative leadership development programs, cultivating engagement between senior leaders and staff, and supporting organization-wide growth initiatives. This position focuses on developing high-impact learning experiences, enhancing talent capabilities, and aligning workforce development with the City's mission, vision, and core values.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Design and deliver tailored training programs for executive and senior leadership that build capacity and drive performance.
2. Develop and implement initiatives that foster meaningful engagement and knowledge-sharing between senior leaders and employees across all levels of the organization.
3. Curate citywide programs and forums that enable senior leadership to connect with high-performing employees from diverse departments.
4. Partner with departments to assess development needs, recommend solutions, and design programming aligned with the City's core values and strategic goals.
5. Collaborate with HR partners and leaders to evaluate team effectiveness and design targeted interventions that drive results.
6. Design and facilitate a high-quality, interactive new hire orientation experience that integrates culture, values, and expectations.
7. Continuously improve onboarding strategies using feedback and trends to ensure effectiveness and impact.
8. Develop engaging, visually compelling, and interactive communications that promote development opportunities across the organization.
9. Use digital tools to create learning campaigns, event promotions, and leadership spotlights that foster a culture of continuous growth.
10. Support Organizational Development related event planning, training logistics, and coordination efforts for in-person and virtual programs.

11. Maintain data tracking and reporting on leadership development initiatives, using metrics to inform decision-making and continuous improvement.
12. Performs other related duties as required. 6. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Principles, practices, methods and techniques of adult learning principles, instructional design, and evaluation of training effectiveness.
- Principles and procedures of maintaining training files and records.
- Video camera, editing equipment for video and audio taping, slide presentations and computer graphics.
- Methods and techniques of researching and identifying training resources in assigned area.
- Office equipment including computers and supporting word processing and spreadsheet applications.
- Pertinent Federal, State and local laws, codes and regulations.
- Develop and write course outlines, lesson plans, manuals and instructional materials in assigned area including general and/or safety training programs.
- Research and evaluate training resources, materials, programs and assessment tools.
- Interpret, apply and explain City policies and procedures on employee benefits programs.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

- **Skill in:**

- Delivering presentations.
- Public speaking.
- Microsoft Office.
- Customer service.
- Providing instructional support.
- Researching training resources.

- **Ability to:**

- Align City Values and goals with organizational development initiatives.
- Communicate clearly and effectively, both orally and in writing.
- Communicate and coordinate with other City, departmental and outside trainers/vendors regarding training scheduling and content.
- Maintain strong relationships and work cross-functionally with leadership and with those met in the course of work to drive culture change.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in business administration, public administration or a related field and three years increasingly responsible experience in leadership development or organizational development, supporting leaders at all levels including executive leadership

OTHER REQUIREMENTS

Valid Texas Driver's License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.