Director of Worldwide Learning & Professional Development
ICMA CORE BELIEFS - WE BELIEVE IN

Public Service: including the stewardship of democratic principles and the efficient and transparent use of public resources

Ethics: as the core of professionalism in local government leadership and management as outlined in the ICMA Code of Ethics

Council-Manager Form of Government and Professional Management: as the preferred local government structure

Equity and Inclusion: ensuring that local governments are inclusive and mirror the diversity in communities

The Continuous Pursuit of Excellence: including professional development, life-long learning, networking, capacity building, knowledge sharing, and engagement

Stewardship: balancing resources including people, financial, social capital, and environmental so that communities are better than we found them

Leadership: developing leadership capacity and attracting and developing future generations of leaders.

To learn more, go to: https://icma.org/
THE POSITION

The Director of Worldwide Learning and Professional Standards leads the team that provides all learning and professional development opportunities to ICMA members and other local government professionals worldwide. The Director is responsible for supporting the development and implementation of an effective business strategy to deliver an integrated, comprehensive array of professional development and globally focused transformative learning opportunities to meet the needs of ICMA members and other local government professionals at each career stage. The Director has oversight and management responsibility for ICMA University, leadership development, Professional Development experiences associated with the ICMA Annual Conference, training, and workshops, certificate programs, e-learning, webinars, local government training, and credentialing.

The Director also has responsibility to work with ICMA’s Chief People Officer and other ICMA teams toward consistent and integrated development and delivery of professional development for ICMA staff.

The Director is a core member of the ICMA Leadership Team and is responsible for meeting the organizational goals and objectives established by the ICMA Board of Directors and developing the underlying strategies and tactics of the Leadership Team. This position will oversee a department of 6 full-time staff members and budget oversight for FY2020 of $1.6 million.

THE IDEAL CANDIDATE

The Director shall be a strategic and collaborative leader who is skilled at building relationships and partnerships, as well as developing curriculum that is diverse, inclusive, and progressive across a range of different formats, especially distance learning. The ideal candidate shall have successful experience with setting a strategic plan that applies learning theory/models, benchmarks for best practices/trends, maintains knowledge of cutting-edge approaches in the delivery of sustainable learning solutions, as well as executes a business plan to meet financial and programmatic metrics and goals that drive continuous improvement.

The Priorities of Envision ICMA

In 2017, the Executive Board adopted Envision ICMA, the strategic plan that sets priorities and provides a strategic roadmap to guide the organization’s activities in the years ahead. The Envision ICMA plan focuses on five key priorities:

• Diversifying and expanding the membership and improving affiliate relationships
• Fostering a worldwide learning community
• Providing thought leadership and a resource network for the challenges local governments face
• Advocating for professional management of local government
• Supporting the growth of ICMA’s enterprises through strong governance and operations

CORE COMPETENCIES

• **Industry Knowledge** – Maintains knowledge of new developments in adult learning theory and instructional design, to design and execute innovative programs and services; manages new product development; e-learning, working with the team, consultants, and vendors; ensures successful marketing and promotion of ICMA’s professional development programs and products; develops process for measuring and reporting program effectiveness through various assessment methods i.e., testing, evaluations.

• **Character** – humility, high level of integrity; fair, friendly, and diplomatic demeanor; confident and calm under pressure; sound business and political judgment, and unwavering commitment to the vision of ICMA.

• **Communication** – Demonstrates the ability to convey and receive information and ideas in an open, clear, and articulate way with respect to cultural differences and others’ perspectives.

• **Customer Focused** – Strives to deliver high quality results and superior service that exceeds expectations while remaining mindful of the needs and perspective both of internal and external customers.

• **Visionary** – Visualizes the organization’s future state (structure, culture, leadership, target markets, etc.), criteria for long-term, sustained business success; awareness of the local government field with a mode of being able to be forward-thinking and progressive.

• **Results Oriented** – Improves and sustains superior business performance; develops and follows through on priorities; delegates appropriately; holds people accountable; makes financially-sound decisions; optimizes resources and initiates efficient work processes.

• **Financial Acumen** - Develops, implements, and oversees team
THE APPLICATION PROCESS

The final filing date is Monday, July 20, 2020. To be considered, submit a cover letter, list of six work-related references (who will not be contacted without notice) to: https://executivesearch.cpshr.us/JobDetail?ID=1667.

KYLIE WILSON

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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which, the most qualified candidates will be referred to ICMA for interviews. A final selection will be made upon completion of comprehensive reference and background checks.

EDUCATION & EXPERIENCE

Master’s degree in public administration, public policy, education, training and development, business or related field. Minimum 5 - 7 years of senior level supervisory experience designing and managing professional development programs or equivalent combination of education and work experience. Must understand the professional development needs of local government leaders. A doctoral degree from an accredited university is preferred, and experience working with a professional association and/or university is a plus!

COMPENSATION & BENEFITS

The salary range for this position is commensurate with experience, education and credentials. In addition to the starting salary, ICMA provides an excellent array of benefits.

ICMA Leadership Development Program

• Budgets for all professional development programs; monitors and controls expenditures; plans, allocates and monitors resources to ensure efficient utilization of staff and materials to provide quality professional development offerings.

• **Analytical Thinking** – Provides analytical and critical thinking with the ability to solve problems by gathering data, reasoning logically, and drawing valid conclusions, and excellent organizational skills.

• **Inspirational Leadership** – Maintains positive team morale and for mentoring, motivating and coaching staff to achieve team priorities and staff’s professional development goals.

• **Collaboration** – Serves as the liaison for both internal staff and external vendors and partners to ensure successful product management, execution and delivery.

• **Adaptability** – Identifies the talent within the organization/staff and has the ability and willingness to listen and understand another viewpoint and find compromise for the best direction/solution; able to adjust and transition when goals and initiatives change direction.

• **Inclusion** – Fosters an environment that includes diverse backgrounds and listens attentively to understand the needs, perspectives and values of others. Possesses a strong multicultural competency and commitment to diversity, equity, and inclusion.

• **Research/Education** – Creates a culture of learning and growth by striving to enhance and improve the organization by researching what others are doing well, identifying “best practices” and trends in local government; educates on new technologies, processes and management skills to grow efficiently and effectively.