



# Learning and Development Specialist

## Job Description

Department: Auditor  
Position: Career Service  
Grade: 725  
Supervisory: No  
Reports to: ERP Operations Manager

### Summary

Under general guidance and direction of the ERP Operations Manager, executes and maintains countywide financial learning initiatives. Designs, develops, and delivers training programs that support employee understanding of financial systems, policies, and procedures. Collaborates with Finance and departmental stakeholders to ensure training materials and delivery methods meet evolving departmental goals and needs.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Deliver and present financial training programs, policies, and procedures to employees across all county departments.
2. Coordinate training logistics for countywide initiatives, including scheduling, material distribution, and managing attendance.
3. Design and develop a variety of high-quality instructional materials, including eLearning modules, job aids, process maps, and live training content.
4. Ensure consistency and quality across all training materials and methods by applying instructional design best practices.
5. Manage the administrative use of the Learning Management System (LMS) for financial training, including data entry, compliance tracking, and generating essential usage reports.
6. Develop, implement, and maintain learning metrics, evaluation tools, and performance dashboards.
7. Collaborate with Finance and departmental stakeholders to identify and assess urgent training needs and priorities.
8. Participate in process improvement, change management, and knowledge transfer initiatives across the County.
9. Serve as the liaison with external training vendors or partners as directed by the Manager.
10. Develop and deliver training content to support new employee onboarding and key organizational development efforts.

### For Office Use Only

Job Code: 2029  
Job Title: Learning and Development Specialist  
FLSA: Exempt  
Effective Date: 10/29/2025  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor

### **Knowledge, Skills, and Abilities**

- Knowledge of instructional design methodologies, adult learning principles, and training evaluation frameworks
- Knowledge of financial processes, policies, and systems relevant to public sector operations
- Knowledge of Learning Management System (LMS) administration, including essential digital learning tools, and training analytics
- Skilled in designing and developing effective blended learning programs, instructional content, and job aids
- Skilled in presenting and delivering engaging training sessions to diverse employee groups
- Skilled in communication, collaboration, and stakeholder engagement for needs assessment and feedback gathering
- Ability to apply instructional design principles to produce high-quality learning outcomes
- Ability to utilize data and feedback to analyze and refine training material effectiveness
- Ability to manage multiple project tasks and deliver results within established deadlines
- Ability to work effectively and positively within a team environment while maintaining cooperative relationships with users, employees, key stakeholders, team members and management

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but may oversee the work of interns and serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file, and lift supplies up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

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**Position Type / Expected Hours of Work**

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

**Required Education and Experience**

1. Bachelor's degree in Education, Instructional Design, Organizational Development, or a related field.
2. Three (3) years of professional experience in training, instructional design, or learning development.
3. Equivalent combinations of education and experience may also be considered.

**Preferred Education and Experience**

1. Preference may be given to applicants with experience in designing and delivering financial systems training in a public sector or enterprise environment.
2. Preference may be given to applicants with certification in design, project management, or organizational development.

**Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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