



HR Specialist- Training & Development

Department of Human Resources

SALARY	TYPE	SCHEDULE	DATE POSTED	BENEFITS
\$52,453-56,776	Full-Time	Mon-Fri 8:30AM-4:30PM	8/21/2026	Full

DEPARTMENT PROFILE

The Department of Human Resources provides services that support employees as they grow in their careers, navigate life's changes, and go the extra mile for our community and one another. The HR team includes the Director, HR Training & Development Specialist, HR Benefits Specialist, HR Recruitment Specialist, and Risk Manager. The Department is responsible for compensation and benefits, recruitment and retention, and employee policy development for all 13 City departments.

POSITION PROFILE

The Training & Development Specialist develops, coordinates, and delivers employee training, certification, onboarding, and professional development programs. This position supports employees throughout their career progression by facilitating training, coaching staff, managing evaluations and required certifications, maintaining training records, and collaborating with leadership and City departments to improve training programs, policies, and procedures.

EDUCATION/EXPERIENCE

Bachelor's Degree in Human Resources, Training and Development or a similar field, preferred.

At least two years of training and development or human resources experience preferred

REQUIREMENTS / CERTIFICATIONS

HS Diploma or equivalent required

HOW TO APPLY

1. Visit [Salisbury.md/apply](https://salisbury.md/apply)
2. Submit City Application, Cover Letter, and Resume

The City of Salisbury is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.

Capital of the Eastern Shore



City of Salisbury, MD

Classification Description

Classification Title: HR Specialist (Training & Development)

Grade: 8

Department: Human Resources

FLSA Status: E

Date: 08/21/2026

Position Profile: The Training & Development Specialist develops, coordinates, and delivers employee training, certification, onboarding, and professional development programs. This position supports employees throughout their career progression by facilitating training, coaching staff, managing evaluations and required certifications, maintaining training records, and collaborating with leadership and City departments to improve training programs, policies, and procedures.

Duties and Responsibilities

- **Administration/ Task Management:** – Holds self-accountable for assigned responsibilities; sees tasks through to completion in timely manner.
 - Creates, organizes, plans, and presents various forms of onboarding, orientation, and skills training for employees.
 - Develops unique training programs to fulfill employees specific needs to maintain or improve job skills.
 - Presents/schedules training and development programs using various forms and formats including group discussion, lecture, simulations, and videos.
 - Manages the employee evaluation process including 30-60-90 day check ins, probationary, quarterly, and annual evaluations
 - Assign all new hire required trainings (ie: NIMS, Defensive Driving, CPR etc) and tracks completion
 - Acts as a backup to Risk Management when needed
 - Assists with onboarding of new hires to include orientation prep, scheduling, and I9 reporting and verification
 - Schedules and leads new hire tour
 - Performs other duties as assigned.

Skills Proficiency/Technical Aptitude: Skillful in use of tools, hardware, software, and equipment.

- Manages and leads in the development and implementation of onboarding, trainings, initiatives, goals, objectives of the department.
- Stays informed of latest trends in training and development by reading articles, attending webinars and classes.

Leadership/Role Model: Acts a role model and peer leader among teammates and colleagues.

- Oversees records of training and development activities, attendance, results of tests and assessments, and retraining requirements.
- Provides direction, and assists in resolving problems encountered.
- Establishes performance expectations and evaluates divisional and individual performance and effectiveness.
- Collaborates with the Human Resources Director, as well as other City departments.

Stewardship/Resources: Safeguards equipment, supplies and materials.

- Participates in the development and managing the department's annual operating budget related to training.
- Monitors, reviews and approves revenues and expenditures within the budget.

Development/Professional Development Participate in opportunities to earn or maintain professional credentials and certifications.

- Provide and coordinate training for employees to engage in professional development, career advancement and other City initiatives that will help recruit and retain staff, improve interdepartmental relations and increase the department's effectiveness and efficiency.
- Work on improving leadership skills by attending relevant meetings and trainings.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Determines what needs to be done and acts on it. Takes charge before others do and/or without being instructed

Education and Experience

- Bachelor's Degree in Human Resources, Training and Development or a similar field, preferred.
- At least two years of training and development or human resources experience preferred

Physical Requirements

- Work requires no unusual demand of physical effort.
- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of

safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.