Position Title: Training Coordinator
Pay Grade: PRO.PB5
Department: As assigned
Bargaining Unit: PRO
Employment Status: Full-time
FLSA Status: Exempt
Revised Dates: 1/17; 4/16
W/C Code: 8810
Established Date: 2/97
EEO Category: Professionals
Supervisory Work: Not Applicable
EEO Code/Name: 0209 Personnel Specialist

Job Overview Summary:
This is advanced professional work managing, designing, developing, coordinating and conducting large scale employee training and staff development programs. Work involves performing a wide variety of tasks including performing departmental or organization wide training needs assessments, developing training and development workshops and conducting and coordinating training programs. Employees in this position are expected to be able to perform any and all work tasks and comply with any work schedules, attendance, or duty requirements which may be established by City or department rules, or applicable union contracts. Performance is measured by successful completion of these goals and objectives and work is reviewed through observation of results obtained, conferences and periodic reports or evaluations.

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

Duties:
- Designs, administers and analyzes results of assessment conducted annually to determine organizational training needs.
- Researches and develops new methods and techniques, or recommends purchase of materials for training and skill development workshops that fulfill identified training needs of City employees.
- Plans, prepares and conducts or coordinates employee training and staff development workshops and employee orientation programs using accepted adult education principles.
- Designs and prepares educational modules which include audio-visuals, handouts, lesson plans, and other employee development materials.
- Schedules training workshops and staff development interventions including identifying instructors or consultants, workshop evaluation, and setup responsibilities.
- Facilitates city committees and department groups for improvement of services and problem solving.
- Authors, updates and distributes documents and publications which include annual training catalogs.
- Serves as a consultant to department directors, managers, training coordinators, in areas concerning methods of needs assessment, recommended training and development interventions and in follow-up evaluation.
- May administer the tuition reimbursement program; processes applications and payments; maintains records.
- Serves as liaison with other agencies of government, including state, city and county organizations, to help design and implement cooperative staff development and training efforts.
- Maintains an up-to-date library of training videos and books.
- Assists division manager in developing annual training budget; allocates and monitors expenditures throughout the year.
- Performs related work as assigned.

Minimum Qualifications:
Graduation from an accredited four-year college or university with major course work in education, personnel, business, public administration, communications or a related field with progressive responsible professional experience in training or staff development.
Knowledge and Skills:
- Knowledge of the principles, methods and techniques of adult education principles as applied in a corporate setting.
- Knowledge of the principles and techniques of effective verbal and written communications.
- Knowledge in instructional design theory and implementation.
- Knowledge of management principles and practices.
- Ability to determine work priorities and solve problems and make decisions with minimal supervision.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain effective working relationships with others.
- Ability to assess budgetary needs and make recommendations regarding purchase of training equipment, resources and supplies.
- Ability to assess training needs and plan, develop, coordinate, conduct, monitor and evaluate training programs and activities.
- Ability to train individuals or groups of people, using accepted adult education principles, including multi-media techniques and assessment instruments.
- Ability to work independently.
- Ability to prepare and evaluate a variety of written training materials, such as trainer manuals, lesson plans, curricula, participant workbooks, evaluations and reports.
- Ability to establish and maintain effective working relationships with employees, vendors, other agencies, and the public, as necessitated by the work.

Required Responsibilities:
Successful demonstration of cultural competence, work standards, quality work product, productivity, and job knowledge are standard expectations for all city staff and employees.

Core Competencies:
- Adaptability/Flexibility
- Collaboration
- Communication
- Continuous Learning/Prof Dev.
- Initiative
- Innovation
- Planning & Organization
- Teamwork

Necessary Special Requirements:
Possession and maintenance of a valid State of Florida Driver’s License. If assigned duties require the use of a personal motor vehicle, an automobile insurance policy that meets the minimum requirements of liability established by the State of Florida for property damage and personal injury coverage must be maintained.