

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Training Coordinator
FUNCTIONAL AREA: Human Resources Department

WORK OBJECTIVE:

This is professional administrative work involving the training of employees. Responsibilities include developing, planning, scheduling, coordinating and conducting specialized training programs and coordinating programs by outside vendors.

Work requires exercising independent judgment in assessing the needs of the employees and recommended courses of action. Assignments are made orally and in writing and work is reviewed through discussions and observations of results obtained.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develops and implements employee training programs and continuing work related educational programs.
- Researches and develops training materials such as visual aids, pamphlets, charts.
- Works cooperatively with department supervisors in developing and implementing training programs.
- Develops departmental reference manuals and specialized manuals.
- Researches and interprets new laws for development and training of new procedures.
- Prepares reports and other statistical data.
- Surveys, identifies, and analyzes elements of training in all phases of City operations.
- Maintains open and effective communication with all levels of employees for the dissemination of information and effective training activities.
- Serves on assigned committees.
- Assumes other special projects and responsibilities as required.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Bachelor's Degree in Education, Business Administration, Human Resources, or related field; supplemented by three (3) to five (5) years of professional experience in an instructor's capacity, developing and administering educational and/or training programs; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Knowledge of pertinent laws, rules, regulations, policies and procedures of the department.

Training Coordinator

Knowledge of other City departments and divisions.

Knowledge of the principles, practices, methods and procedures of employee training and development; and ability in developing training programs and policy and procedures manuals essential to the needs of the department.

Ability to organize and present course materials in an effective manner.

Ability to lead, teach and motivate.

Ability to communicate clearly and concisely both orally and in writing.

Ability to establish and maintain effective working relationships with employees and co-workers.

Ability to interpret, analyze and compile statistical reports.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.