

TRAINING AND STAFF DEVELOPMENT COORDINATOR

DEFINITION

Plans, develops, implements, coordinates, delivers, and evaluates comprehensive interdisciplinary training and development programs and services for classified staff.

TYPICAL DUTIES

Develops and coordinates interdisciplinary comprehensive training and development programs and services for classified staff on a variety of program and service content areas such as new hire employee orientation, technical and specialized skills training, supervisory and management skills development, career development, upward mobility, employee recognition, and employee suggestions.

Develops and conducts needs assessments to determine current and anticipated employee training and development needs and recommends priorities, plans, and activities which address management objectives and employee interests.

Prepares clear and comprehensive grant proposals to obtain funds for the assigned programs and services.

Identifies employees for participation in training and development activities and encourages employees to enroll in offered programs and services.

Delivers training courses using lecture group discussions, small group exercises, audiovisual materials, and other methods.

Advises and consults with administrators and other District staff in formulating and implementing training plans and special training programs and services.

Confers with various District committees and groups to discuss training priorities and proposals and elicit ideas and support for the programs and services.

Compiles and shares information about successfully implemented District training and employee recognition programs with District staff.

Develops and implements operating policies, guidelines, and procedures for the assigned training and development programs and services.

Develops criteria, standards, and guidelines for the evaluation of training and development programs and services.

Coordinates training and development schedules and arranges for qualified speakers and instructors, equipment, and facilities.

Analyzes and evaluates the effectiveness and quality of training and development programs and services through focus groups, surveys, and other available data.

Selects, trains, assigns, and evaluates the work of assigned staff.

Prepares a variety of training materials including manuals, brochures, and other visual aids.

Prepares reports, promotional materials, and presentations related to training and development programs and services.

Assists in the preparation and maintenance of the budget for the assigned programs and services.

Oversees and participates in the maintenance of training files and records.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Training and Staff Development Coordinator** plans, develops, implements, coordinates, delivers, and evaluates comprehensive interdisciplinary training and development programs and services for classified staff for the purpose of improving job and interpersonal skills of employees, preparing employees for career advancement, reducing turnover, providing new employees with an orientation, recognizing employees' contributions, and responding to employees' suggestions.

SUPERVISION

General supervision is received from a classified or academic administrator. Immediate supervision is exercised over assigned technical and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Training principles and methods for varied learning styles
- Staff development and training
- New trends and developments in the training field
- Methods and techniques of writing, composition, layout, and production of training materials
- Operation and application of a wide variety of desktop publishing and multimedia software and development tools such as Microsoft Office Suite, Adobe Acrobat, etc.
- Community and organizational resources
- Occupational requirements for a wide range of jobs and job levels
- Basic principles of budget development and maintenance
- Research methods and techniques used in the field of training
- Principles of supervision and training
- Organization and management of records
- Capabilities of computer applications, systems, and hardware used in the field of training

Skill in:

- Making presentations
- Presenting concepts verbally and in writing
- Interpersonal relationships

Ability to:

- Develop, implement, and coordinate comprehensive and diverse training and development programs and services
- Consult with administrators and staff to define and design training and development programs
- Effectively facilitate training sessions on various topics
- Effectively assess training and development needs
- Establish realistic training and development program goals and evaluate program results
- Communicate effectively orally and in writing
- Motivate participants to successfully complete training program objectives
- Collect and analyze data pertaining to training and development programs

Ability to: (Cont.)

- Effectively handle diverse interpersonal and intergroup relationships
- Develop and implement effective policies and procedures for the assigned programs and services
- Prepare clear and comprehensive proposals, presentations, reports, and publicity materials
- Anticipate conditions, plan ahead, establish priorities, and meet schedules
- Select, motivate, train, and supervise assigned staff
- Effectively utilize computer equipment in the performance of duties
- Establish and maintain effective working relationships with administrators, faculty, and students
- Learn specialized computer applications

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized four-year college or university preferably with coursework in adult education, human resources, psychology, communications, or a closely related field.

Experience:

Four years of professional-level full-time paid experience in developing and implementing a comprehensive training program. Experience with a public agency is desirable.

Special:

A valid Class "C" California driver's license must be obtained within 60 days after appointment.
Access to an automobile.