Title: Coordinator, Training Program(s)  

Essential Function

Under general supervision from a designated administrator, assist in the planning, developing, coordinating and direction of departmental training programs.

Characteristic Duties

- Design, develop and/or modify workshops, courses, etc.
- Assess employee competence in applicable skills.
- Facilitate and/or conduct training.
- Keep training database.
- Consult with staff regarding needs assessment and specific training requirements for a particular unit.
- Evaluate training materials for purchase.
- Coordinate the daily activities of the training and development area.
- Select and schedule training programs.
- Assign work; ensure proper workflow of the unit; act as lead worker.
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with one (1) year experience; -OR- Associate’s degree with three (3) years experience; -OR- five (5) years experience. Degree must be in a related field. Experience must be related.

Last updated: 1-9-07