

**MAJOR FUNCTION**

This is specialized technical, administrative, and professional work in coordinating trainings, events, and special projects. Incumbent is responsible for taking the lead in planning, managing, and coordinating specific programs events, activities, trainings, and initiatives. Work is performed under the supervision of a higher-level administrator and requires independent initiative and sound judgment.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**

Assists, coordinates and plans events and trainings. Manages the research, evaluation, development, and delivery of the department-level New Employee Orientation program. Performs functions such as purchasing, maintaining records, monitor contracts, and special projects. Manages logistics for trainings and events the department offers to employees and coordinates support needs with other departmental staff. Markets available training opportunities to employees and provide necessary information. Maintains updated curriculum database and training records. Manages and maintains in-house training facilities and equipment. Provides training and prepares training material (presentations, worksheets etc.) for designated courses. Observes and evaluates results of training programs, provides input on the overall effectiveness of training programs, and makes suggestions for improvements. Keeps and reports data on completed courses, absences, issues etc. Performs departmental administrative functions related to query reports, PeopleSoft functionalities and other data gathering efforts. May oversee the development, implementation and maintenance of projects, and activities. Coordinates and facilitates events performing a wide variety of planning-related tasks. Performs related work as required.

**Other Important Duties**

Responds to general inquiries and requests for information from employees on training related matters. Serves as backup to professional and administrative staff with primary responsibility for expenditures, training rosters, and certificates. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of training methods and practices of training. Knowledge of various training programs, including industry-wide accepted methods and practices. Knowledge of methods and techniques used to establish and maintain effective work relationships. Ability to plan, develop, and implement programs and activities relative to instruction led and online training. Ability to conduct training programs on a variety of subject matters. Ability to prepare written technical reports and recommendations. Ability to communicate clearly and concisely, orally and in writing. Ability to maintain effective working relationships as necessitated by the work. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance. Ability to coordinate and organize large events.

**Minimum Training and Experience**

Possession of a bachelor's degree in public, personnel or business administration or a related field and two years of experience in human resources, or training/organizational development; or an equivalent combination of training and experience.

**Necessary Special Requirement**

Must possess a valid Class E State driver's license at the time of appointment.

Established: 02-25-21