



The City Beautiful

City of Coral Gables Job Description

Job Title: Part-Time Training Coordinator
Department: Human Resources
Classification: 1120
Pay grade: \$18.00
FLSA: Non-Exempt

Prepared Date: 9/2016
Approved By: HR/CM



Summary

Assists the Human Resources Department by supporting staff in the performance of various training activities. Incumbents also perform administrative duties assisting the division in processing various forms; planning, coordinating and implementing a variety of employee education, training and leadership/management development programs.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Schedules and coordinates the implementation of employee training and leadership/management development programs; maintains training records.

Consults with management and supervisors to determine departmental training needs.

Compiles materials including course outlines, training plans, and training aids; researches, edits and recommends training materials for use in specific programs.

Completes narrative and statistical reports regarding trainings completed.

Evaluates the effectiveness of programs through participant feedback, reports from supervisory and managerial personnel and other measures of employee effectiveness.

Develops and delivers employee orientation and training programs.

Maintains awareness of current trends in employee training, management and organizational development; establishes and maintains cooperative contacts with agencies, organizations and individuals which could be employed as resources for training and development.

Conducts citywide trainings as needed.

Performs related work as required.

Knowledge, Skills, and Abilities

Knowledge of department operations, personnel rules and regulations, and City's policies and procedures. Considerable knowledge of development and delivery of computer-based training programs. Ability to plan, prepare and deliver effective training programs and to stimulate enthusiasm in participants. Ability to establish and maintain effective working relationships with departmental and other city employees, representatives of other agencies and the public. Written and oral communication skills. Ability to work independently.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine. Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

Associates degree in personnel or human resources management, business or public administration, behavioral sciences or other appropriate field.

Minimum of 1 (one) year experience in employee training and leadership/management development programs. Training experience preferred.

Valid Florida Driver's license.