

**MAJOR FUNCTION**

This is technical and professional work coordinating a variety of Human Resources and Workforce Development programs and administrative activities. An employee in this job class takes the lead in managing and facilitating specific programs and initiatives, while assisting other professional and administrative staff members in developing, formulating, and implementing other Human Resources and Workforce Development programs, on-going departmental administrative activities and report preparation. Work is performed under the administrative direction of the Talent Development Coordinator and requires independent initiative and sound judgment.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Assists with all aspects of the City-wide training programs (Freshen Your Intellect (FYI) New Public Servant Initiative (NPSI), Administrative Professional Development Program (APDP), New Employee Orientation, Certified Public Manager and Tuition Reimbursement programs). Manages logistics for training events the department offers to City 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. Produces training schedules, classroom agendas and prepares training material (presentations, worksheets etc.). 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. Serves as online training coordinator and assists web master for the department. Coordinates departmental administrative functions related to query reports, PeopleSoft functionalities and other data gathering efforts. Performs related work as required.

**Other Important Duties**

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

**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.

**Minimum Training and Experience**

Possession of a bachelor's degree in business or public administration, or the social sciences and two years of technical and professional human relations, personnel, equal opportunity, or administrative experience; 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: 04-05-88  
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