



Training Coordinator

Position Summary: Under general supervision, attends and facilitates training workshops and academies presented to members of the Authority; maintains accurate workshop attendance and financial records; reviews invoices and prepares check requests. Performs related work and other duties as assigned.

Employment and Work Conditions:

Employment Classification	<input checked="" type="checkbox"/> Regular Temporary	Full Time <input checked="" type="checkbox"/> Part Time	<input checked="" type="checkbox"/> At Will Contract
FLSA Classification	Exempt	<input checked="" type="checkbox"/> Non-Exempt	
Salary Range			
Work Days:	Monday – Thursday	Work Setting:	Classroom settings, outdoors, and agency facilities
Work Hours:	Varies	Location:	Member agencies which includes classroom settings, outdoors, and agency facilities
Core hours:	7:00 am – 5:30 pm	Supervisor:	Asst. Executive Officer - MSD
Overtime Required:	On occasion	Department:	Member Services
Weekends/Evenings Required:	<input checked="" type="checkbox"/> No	Supervises:	None
Appearance/Attire:	Business casual		
Exposure to Others:	Co-workers and public		
Driving Required:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input checked="" type="checkbox"/> Class C	<input type="checkbox"/> No	
Travel Required:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Travel throughout California
Pre-placement tests	Required		
Pre-placement physical exam	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Pre-placement drug test	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Pre-placement background check	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

Job Duties and Functions:		Essential	Frequency
1	<p>Program Management/Administration: Attends and facilitates training workshops for members of the Authority, introduces instructors, and oversees training at various locations.</p> <p>Functions as the Authority's liaison and ambassador, working with members to ensure that effective training relationships are developed and maintained.</p> <p>Reports out on comments and feedback received from member staff, training participants, and instructors; be they casual, informal, or directed.</p> <p>Maintains accurate workshop attendance and financial records.</p> <p><i>Not performed on a daily basis.</i></p>	Yes	Constant-Frequent
2	<p>Records Management: Maintains accurate workshop attendance and financial records.</p> <p><i>Not performed on a daily basis.</i></p>	Yes	Seldom-Occasional
3	<p>Professional Standards and Customer Service: Attends and facilitates training workshops for members of the Authority, introduces instructors, and oversees training at various locations.</p> <p>Ensures effective telephone communications both internally and externally; consistently delivers a professional image in all internal and external written and verbal communication.</p> <p>Establishes and maintains effective working relationships with co-workers, members, strategic partners, vendors, and the general public.</p> <p>Demonstrates a commitment and understanding of the Authority's core values.</p> <p><i>Not performed on a daily basis.</i></p>	Yes	Frequent
4	<p>Project Management: Assist Senior Training Specialists with a variety of Authority projects.</p> <p><i>Not performed on a daily basis.</i></p>	Yes	Seldom
5	<p>Meetings: Attends and participates in departmental and organizational meetings.</p> <p><i>Not performed on a daily basis.</i></p>	Yes	Seldom

Job Duties and Functions:		Essential	Frequency
6	<p>Driving/Travel: Drives personal vehicle to facilitate training workshops and academies; and to attend professional workshops, meetings, and conferences.</p> <p>Travel throughout California.</p> <p><i>Not performed on a daily basis.</i></p>	Yes	Frequent

Qualifications and Requirements:		Required	Preferred
1	Education: <i>(level of education needed to successfully accomplish the essential functions of the job)</i> Any combination of education, training, and/or experience equivalent to an Associate's degree with course work in recreation/leisure studies, hospitality management, business administration, or closely related field.	√	
2	Experience: <i>(level of experience required to start job position and successfully accomplish the essential functions of the job)</i> Minimum of two years experience planning, organizing, coordinating, and evaluating training workshops.	√	
3	Skills to: Operate an array of office equipment including computer equipment, Microsoft Office-related software, and other job-related computer applications. Operate a motor vehicle safely.	√	
4	Knowledge of: Training principles and practices; program organization and evaluation methods; principles and practices of event administration, including budgeting, marketing and logistics; English usage, spelling, vocabulary, grammar, and punctuation. Principles and procedures of record keeping; customer service principles and techniques used in dealing with the public; and safe driving principles and practices.	√	
5	Ability to: Thoughtfully assess and evaluate training workshops and programs; use sound judgment to make appropriate decisions and take action; adapt to changing conditions; communicate effectively with internal and external customers and vendors; work effectively in a team environment; understand and follow verbal and written instructions; communicate clearly and concisely, both verbally and in writing. Work effectively under general supervision.	√	
6	Attendance: Maintain regular attendance	√	
7	Job-related licenses, certifications, and/or designations:		
	- Valid CA Drivers License	√	
8	Transportation √ Personal vehicle <input type="checkbox"/> Agency-owned vehicle <input type="checkbox"/> Public transportation	√	
9	Automobile liability insurance complies with Authority's Vehicle Usage Policy	√	
10	Driving record acceptable per the Authority's Vehicle Usage Policy	√	
11	Enrollment in Authority's DMV EPN (Employer Pull Notice) program	√	

Qualifications and Requirements:**Required****Preferred****12**

Continuing education and training relevant to successfully accomplish the essential functions of the job

√



Essential Function Analysis Key

Frequency: The amount of time or number of times per work period that a task is performed

Never – Does not occur

Seldom – Less than 30 minutes per shift

Occasional – From 1/16 to 1/3 of a shift, or .625 hours to 3.3 hours of a 10-hour day

Frequent – From 1/3 to 2/3 of a shift, or 3.3 to 6.6 hours per 10-hour day

Constant – More than 2/3 of a shift, or more than 6.6 hours per 10-hour day

Occurrence: How often activity or task is performed

Daily – Occurs regularly

Intermittent – Task performed several times throughout the day

Periodic – Not done on a daily basis

Duration: The length of time a task or activity is performed during a session

B. Mental and Psychological Demands		Essential		Essential								Non-Essential (optional)						Comments								
				Frequency				Occurrence				Duration	Frequency			Occurrence			Duration							
				Yes	No	N	S	O	F	C	D		I	P	N	S	O			F	C	D	I	P		
1	Comprehend and follow instructions	X						X	X																On days worked	
2	Perform and complete assigned tasks	X						X	X																	On days worked
3	Maintain work pace	X						X	X																	On days worked
4	Perform complex or varied tasks	X					X	X																		On days worked
5	Relate to others	X						X	X																	On days worked
6	Advise, counsel, influence	X					X	X																		On days worked
7	Train or give instruction	X						X	X																	On days worked
8	Work independently	X						X	X																	On days worked
9	Plan, direct, control, supervise	X					X	X																		On days worked
10	Supervise employees			X																						On days worked
11	Supervise non-employees	X					X	X																		On days worked
12	Represent the agency	X						X	X																	On days worked
13	Interacting with the public	X						X	X																	On days worked
14	Assume responsibility for persons/property	X						X	X																	On days worked
15	Participate in team or group activities	X						X	X																	On days worked
16	Work around traffic, crowds, distractions	X						X	X																	On days worked

C. Environmental Exposures		Essential		Essential								Non-Essential (optional)						Comments									
				Frequency				Occurrence				Duration	Frequency			Occurrence			Duration								
				Yes	No	N	S	O	F	C	D		I	P	N	S	O			F	C	D	I	P			
1	Work indoors	X						X																		On days worked	
2	Work outdoors	X				X				X																Up to 10 hrs.	On days worked
3	Driving	X					X					X														Up to 2 hrs.	On days worked
4	Heights			X																						Up to 4 hrs.	On days worked
5	Lighting extremes			X																							On days worked
6	Temperature extremes (give ranges)	X			X							X														Up to 10 min	On days worked
7	Airborne contaminants (pollen smog smoke dust)	X			X							X														Up to 30 min	On days worked
8	Gas, fumes, odors	X			X							X														Up to 30 min	On days worked
9	Electrical			X																							On days worked
10	Water			X																							On days worked
11	Biohazard			X																							On days worked
12	Hazmat (includes solvents, ammonia, lead, asbestosis, paint, welding, corrosives)			X																							On days worked
13	Flammable, combustible			X																							On days worked
14	Noise (above 85dB)			X																							On days worked
15	Vibration			X																							On days worked
16	Explosives			X																							On days worked

D. Communication and Sensory Demand		Essential		Essential								Duration	Non-Essential (optional)								Duration	Comments (Identify function required)					
				Frequency				Occurrence					Frequency				Occurrence										
		Yes	No	N	S	O	F	C	D	I	P		N	S	O	F	C	D	I	P							
1	Sight	X						X	X																	1,2,3,4,5,6	
2	Smell			X																							
3	Hearing	X						X	X																		1,5
4	Taste			X																							
5	Tactile, touch (e.g. hot, texture)			X																							
6	Speaking	X						X	X																		1,2,3,4,5
7	Reading	X						X	X																		1,2,3,4,5,6
8	Writing	X						X	X																		1,2,3,4

E. Equipment, Vehicles, Machinery			Essential		Essential								Duration	Non-Essential (optional)								Duration	Comments					
					Frequency				Occurrence					Frequency				Occurrence										
			Yes	No	N	S	O	F	C	D	I	P		N	S	O	F	C	D	I	P							
1	Office equipment	keyboard	X				X			X																		On days worked
		copier, fax	X								X																	On days worked
		telephone, cell	X				X			X																		On days worked
		pen, stapler, etc.	X					X		X																		On days worked
		postage, binding			X																							On days worked
2	Hand tools				X																							On days worked
3	Safety equipment/PPE				X																							On days worked
4	Private passenger vehicle		X				X					X																On days worked
5	Golf cart, utility vehicle				X																							On days worked
6	Motorcycle, bicycle				X																							On days worked
7	Light utility vehicle or truck				X																							On days worked
8	Heavy utility vehicle				X																							On days worked
9	Earthmoving equipment				X																							On days worked
10	Construction equipment				X																							On days worked
11	Transit equipment				X																							On days worked
12	Landscaping equipment				X																							On days worked



Signatures

Completed by: **Tammie Haller**
(Print Name)

Human Resources Manager
Title

Signature

Date

Employee:
(Print Name)

Title

Signature

Date

Supervisor:
(Print Name)

Title

Signature

Date

Chief Executive Officer

Date