



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 421.6

Job Title: **TRAINING COORDINATOR**

Pay Grade: 24

GENERAL SUMMARY:

Coordinates, plans, and oversees personnel training and staff development programs for department employees. Determines and analyzes training needs for employees, supervisors and managers.

RESPONSIBILITIES:

- Determines training policies and procedures.
- Confers with management and supervisory personnel to assess training needs.
- Formulates and develops plans, procedures and programs to meet training needs and problems.
- Organizes and develops training manuals, reference libraries, testing and evaluation procedures, multimedia visual aids and other educational materials.
- May supervise a staff position assisting in the routine operations of the office, i.e., filing, typing, answering phones, etc.
- Evaluates and coordinates training courses offered by community colleges, the public school system and other agencies (esp. those offering courses applicable to certifications/licenses required to perform job duties in the department).
- Maintains a record of training programs attended by department employees. Ensures employees receive or are current in the training for required certificates/licenses.
- Maintains contacts with other companies, training organizations and associations for the purpose of keeping abreast of new training developments.
- Conducts conferences to acquaint management with new programs and their objectives.
- Coordinates and administers contracts, service agreements, etc. with outside agencies and vendors to whom department has outsourced education and training activities.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Psychology, Education, Personnel Management or a related field.

EXPERIENCE:

Four years of professional personnel experience involving training in a formal classroom and/or the development of curriculum and lesson plans for adult learners are required.

Pertinent training experience at the professional level may be substituted for the above educational requirement on a year-for-year basis.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work is somewhat complex and varied and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:

May supervise a staff position assisting in the routine operations of the office, i.e., filing, typing, answering phones, etc.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Trainer
Senior Trainer
Training Administrator OR
Training Coordinator

Effective Date: July 1999

Revised Date: August 2021