

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:** TRAINING COORDINATOR

**DEPARTMENT:** VARIOUS

**BASIC FUNCTION:**

Under general supervision, perform a variety of complex, technical and administrative duties in support of the department's training function.

**DISTINGUISHING CHARACTERISTICS:**

This position is expected to exercise initiative and independent judgment in carrying out a variety of assignments within established guidelines, including providing technical support to the department's training function, assisting in the recruitment, background and training efforts for incoming personnel, and performing other related responsibilities as assigned.

**KEY RESPONSIBILITIES:**

Monitor and maintain all training records for the department. For departments with an automated database, such as POST (Peace Officer Standards and Training), monitor mandates to ensure compliance; ensure all employees are informed of potential non-compliance situations.

Coordinate department employee attendance at training courses including but not limited to registration, travel logistics, expense reimbursement, and completion certification.

Participate in recruitment, selection and background activities, including but not limited to: proctoring examinations, performing reference and/or background checks, and maintaining required records and files.

Identify training needs and arrange training, including venue, schedule and presenter.

Develop, organize, coordinate, and implement in-house training programs, including interactive media, for all department employees.

Assist department subject matter experts in the development of course outlines and presentation materials.

Identify, research, and recommend appropriate training equipment and technology.

Instruct department trainers in adult learning theories and presentation techniques.

Research and write department training bulletins, if applicable.

Advise leadership on training trends, opportunities and potential training liabilities.

Monitor actual costs versus budget; report and explain variances.

Establish and maintain liaison with external contacts and resources to develop training sources.

Represent department at internal and external training meetings.

Oversee the cataloging and maintenance of all training library materials.

Perform other related work as assigned.

## **QUALIFICATIONS:**

### **Knowledge of:**

- Course development, training techniques and presentation applications.
- Interactive training techniques and products.
- Modern office methods, including the use of databases and other office applications.
- Basic knowledge of industry organizations, activities, terminology, practices and regulations highly desirable.

### **Ability to:**

- Maintain accurate database of training information.
- Work cooperatively with others.
- Exercise independent judgment and decision-making.
- Work independently.
- Organize work and meet deadlines.
- Communicate clearly and concisely, orally and in writing.
- Understand and follow oral and written instructions.

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to the education and experience that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities include:

College level coursework in human resources management, business administration, organization development or closely related field, and

Two years of progressively responsible administrative experience involving training functions.

Experience in assigned field/industry is highly desired.

For Police Department Completion of Post Training Coordinator's Course and possession of a California Notary license or be eligible to obtain the license after employment.

## **PHYSICAL REQUIREMENTS AND ENVIRONMENTAL SETTING:**

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office and computer equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read information and documents; observe and interpret people and situations; learn and apply new information or skills; perform detailed work; and interact with staff and others encountered in the course of work.

Incumbents may occasionally need to travel to various city locations or to off-site meetings as necessary and as the assignment demands.

DATE APPROVED: July 1, 2012