



City of Tempe

EMPLOYEE DEVELOPMENT - TRAINING COORDINATOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	438	<i>Department:</i>	Human Resources
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	HR Technician II+
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No
Click here for more job classification information including current salary range			

REPORTING RELATIONSHIPS
Receives general supervision from the Deputy Human Resources Director - Organizational Development.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Three (3) years of experience in the development and implementation of training or employee and organizational development programs
<i>Education:</i>	Bachelor's degree in Organizational Development, Human Resources, Education, Public Administration, or a degree related to the core functions of this position.
<i>License / Certification:</i>	Possession of a valid driver's license.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City's stated mission and values. This position will support all City of Tempe departments including working with all levels of employees. Must be able to articulate employee development and the mission of providing knowledge, connection, and direction to City employees. Must possess the ability to speak in small and large public settings while engaging participants in workshop style trainings. Workshops must have meaningful learning that can be measured in daily city operation and staff behaviors.

OTHER DUTIES AS ASSIGNED
Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Prepare and present training programs to employees; evaluate program acceptance and effectiveness and prepare comprehensive reports of results.
- Travel to various City locations to teach classes, provide trainings, and attend meetings. May attend out of state learning conferences.
- Consult with various levels of management and technical advisors to ensure consistency of training and employee development plans with overall City and departmental needs.
- Research, develop, and implement special projects for the city or department; consult with various departments and management groups to analyze and determine appropriate training resources and strategies.
- Conduct analysis and research on a broad range of learning and employee development assignments. Research a wide variety of materials to remain current in the training and development field including participation in state-wide adult education and training programs.
- Conduct individual employee development consultations and confidential counseling; develop individual training/education plans.
- Prepare and administer division's operating budget and grant applications and awards.
- Responsible for purchasing office and training supplies, and for the appropriate use and reconciliation of procurement card.
- Prepare and assist others in the preparation of proposal specifications for education partnerships; make recommendations for bid awards; monitor contract compliance and program delivery. Exercise technical and functional supervision over the work of external contractors and vendors involved in specialized course development, design and delivery.
- Serve as liaison between education/training institutions and city employees. Serve as project manager in the development and delivery of education/training partnerships.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles;
- Work is performed in a general office environment with moderate noise;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- Operate a variety of standard office equipment including a computer, telephone, calculator and copy machine;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
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Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ: Competencies</p>		

JOB DESCRIPTION HISTORY
<i>Effective March 2020</i>