

TRAINING COORDINATOR - 232

DEFINITION OF WORK

Under general supervision, performs difficult professional and administrative work coordinating the City-wide Training Program; does related work as required.

EXAMPLES OF WORK

Develops and administers City-wide training programs to include the 20-hour individual training policy; identifies City-wide training needs; establishes specific goals and objectives to be met; assists department officials on employee training matters and designs specific programs for problem areas; reviews and selects specific training methods and material; attends training and workshop sessions conducted by Federal, State and private agencies to stay abreast with current laws and training techniques; writes reports and conducts correspondence concerning training activities.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree in education, behavioral science or a related field and considerable experience in developing and conducting training programs.

Knowledge, Skills and Abilities: Thorough knowledge of modern training philosophies, practices and techniques; thorough knowledge of municipal functions and operations; thorough knowledge of the audio-visual equipment used for training programs; ability to present ideas clearly and effectively before large groups; ability to stay abreast of developments in the public safety field requiring training; ability to establish and maintain effective working relationships with department officials and employees and representatives from Federal, State and other local agencies.

