

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Training Center Coordinator	<u>CLASS NUMBER:</u> 60013	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Department of Job & Family Services - West	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N15	<u>POSITION CONTROL #:</u> 100162
<u>POSITION LOCATION:</u> 314 N Wilson Rd, Columbus, OH 43204	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Administrative Officer (100160)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Training Center Coordinator classification is to develop, plan, and coordinate in-service skills training activities.

JOB DUTIES:

Plan, develop, and create training curriculum and schedules for case managers as well as trainings for other employees. Plan, develop, and create training curriculum in conjunction with opportunity center staff on specific topics. Responsible for internal policy and procedure training. Conduct training in the classroom for case managers and other agency employees. Update and make changes to training materials to improve quality of training and training effectiveness. Coordinate new hire orientation for newly hired case managers.

Ensure that training materials are printed in a timely manner. Set up and take down training materials and equipment in classroom. Develop and publish training schedules and registration forms. Schedule requested curriculum topics and training locations. Develop testing materials and tests training participants for program and procedure knowledge. Develop and implement evaluation tools to gauge trainee level of understanding and improvement. Order necessary supplies. Investigate problem case situations. Research case files. Provide information in response to questions from staff, general public, and/or outside agencies. Coordinate and/or attends meetings.

Represent agency program at statewide training conferences. Attend and participate in workshops, trainings, video conferences, seminars, and training meetings. Participate in internal and external committees as assigned. Meet and receive assignments related to specific training initiatives and conduct new hire interviews when requested. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; management; work force planning; employee training and development; supervision; public relations; human relations; agency policy and procedures; counseling; interviewing; electronic data processing. Skill in word processing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; understand manuals and verbal instructions, technical in nature; gather, collate, and classify information about data, people, or things; answer routine telephone inquiries from public; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public; resolve complaints from angry citizens and government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor’s degree in education, social work, or related field with two (2) years social work, education, or related experience.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, to recommend and approve the transfer, promotion, or salary increase of other employees.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date