



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

<u>CLASSIFICATION TITLE:</u> Administrator, Training & Development	<u>CLASS NUMBER:</u> 60015	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Purchasing Department	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180 Days
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N17	<u>POSITION CONTROL #:</u> 020052
<u>POSITION LOCATION:</u> 373 S. High St., 25 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Assistant Director, Procurement
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> <i>TBD</i>		

CLASSIFICATION PURPOSE:

The primary purpose of the Administrator, Training & Development position is to supervise, review and assign work; to provide technical assistance to assigned agencies, staff, vendors, suppliers, and other members of the public; and to ensure departments and agencies are in compliance with applicable rules, regulations, laws, policies, and contract terms; and to manage and oversee assigned aspects of the County’s procurement and purchasing priorities and programs.

JOB DUTIES:

Identify training needs for various groups through assessments, discussion, data analysis, and feedback from stakeholders. Connect with agency partners to evaluate their understanding of County procurement policies and best practices. Coordinate with Purchasing teams, the Data Center, and other County partners to develop comprehensive training programs that will elevate procurement collaborations within the County. Strategically design training modules on procurement processes, policies, best practices, and relevant technologies. Conduct training and learning sessions, workshops, and seminars for agency staff, County stakeholders, and the vendor community, including large-group and specialized small-group events. Utilize various instructional techniques and formats (e.g., classroom training, e-learning, workshops, community events) to accommodate diverse learning styles, preferences, and community needs. Ensure training materials are up-to-date, relevant, and aligned with organizational objectives and industry standards and best practices.

Connect with the vendor community, particularly the local, small and emerging, and minority-owned businesses, to understand the challenges of working with the County. Develop vendor outreach and learning events to educate vendors about County procurement practices and partnership pathways. Act as a resource for Purchasing staff in the development of training opportunities for their respective teams. Research available training sources and align training with subject-matter experts to ensure comprehensive and modern content is presented. Develop and maintain training resources and materials and ensure they are easily accessible to stakeholders.

Evaluate training effectiveness through assessments, evaluations, and participant feedback. Establish and manage goals, benchmarks, and metrics related to the training programs to ensure that operational goals are being met. Identify and oversee improvements and enhancements to training programs and methodologies based on feedback, evaluation results, and evolving resources. Manage training platforms and/or technology used in support of programming. Track training attendance, completion, and certification status. Maintain training records, documentation, and compliance with regulatory requirements. Stay updated on policies, regulations, industry trends, best practices, and innovations in sourcing, procurement, supply chain management, and contracting.

Supervise and develop assigned purchasing personnel. Determine staff work assignments, prepare performance evaluations, provide training and manage corrective actions and/or performance improvement, as needed. Ensure all purchasing policies and procedures are followed. Prepare reports and performs all supervisor responsibilities as required. Cross-train staff to ensure coverage and expertise in all purchasing areas. Promote a culture of accountability, innovation, and continuous improvement within the organization. Support professional development initiatives and training programs to enhance team capabilities and competencies.

Attend and participate in internal, external, and public meetings, including general session and briefing, on behalf of the agency. Research, develop, and administer special projects as directed.

Maintain regular and predictable attendance. This position requires regular and consistent on-site 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; public relations; management; employee training and development; supervision; agency policy and procedures. Skill in office equipment operation. Ability to apply principles to solve practical, everyday problems; calculate fractions, decimals and percentages; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; gather, collate and classify information about elements related to purchasing techniques and activities; cooperate with coworkers on group projects; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from, and contacts with, officials and the general public. Possess excellent presentation, communication, and facilitation skills.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in business administration, public administration, or related field with three (3) years of purchasing or related experience.

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