

Training and Development Coordinator

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| DEPARTMENT: | Public Services |
| GRADE: | 62 |
| CLASS CODE: | TDCOORD |
| FLSA STATUS: | Exempt |
| UNION STATUS: | Represented |
| REVISED DATE: | December 2019 |

Summary:

Assesses training needs and plans, develops, and coordinates training activities and events for TRL staff. Identifies and implements training solutions for support staff development and consults with managers and supervisors to address performance issues.

Reporting Relationships and Team Work:

A coordinator is a subject matter expert who may provide direction to staff and works as a bridge between departments, employees and functions. This position is supervised by and reports to the Deputy Director.

Essential Duties and Responsibilities:

Class specifications are intended to provide a descriptive list illustrative of the range of duties performed by employees in the class. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Plans, develops, coordinates, and supervises training event activities, including training objectives, project management, and selection/training of trainers.
2. Identifies training and development needs; executes and leads all District staff training and continuing education activities.
3. Actively communicates training information to staff regarding developmental opportunities.
4. Consults with managers for staffing requirements to design, coordinate, and implement comprehensive master training programs.
5. Develops and recommends library training policies and procedures.
6. Develops and monitors tracking database and training reports; revises subject-specific in-house training modules.
7. Develops and administers annual training budget; monitors expenditures.

8. Participates on local and district-wide committees and perform other duties as assigned or required.

Core Skills and Qualities:

Employees are expected to demonstrate the following qualities at all times:

1. Demonstrate quality customer service to serve as an adequate resource to employees.
2. Communicate effectively.
3. Exhibit reliability and dependability.
4. Demonstrate a positive attitude and flexibility.
5. Work well with others, show respect, contribute to the team.
6. Demonstrate library values of service, integrity, collaboration and community focus.
7. Demonstrate leadership in handling multiple tasks.
8. Protect confidentiality of patron information.

Required Knowledge, Skills, and Abilities:

Employees are expected to perform or possess the following:

1. Knowledge of TRL policies, procedures and departments, eLibrary and other library digital resources.
2. Knowledge of Federal and state laws, regulations, and standards governing Library practices for social media, photocopying, eBooks and other online resources.
3. Knowledge of management and supervisory principles, practices, and methods.
4. Knowledge of principles and practices of staff training and development.
5. Knowledge of library methods and training development techniques to address community/age group interests and program needs.
6. Knowledge of collection and budget management techniques for fiscal responsibilities.
7. Ability to apply time management skills to plan programs and to create training documents.
8. Strong research and communication skills.
9. Ability to establish and maintain essential library records and files.
10. Ability to create training documents and use Symphony software and eLibrary tools.
11. Ability to speak with the public about library resources, policies and procedures.
12. Ability to communicate effectively both verbal and written; ability to remain calm and tactful when communicating with patrons.
13. Effective organizational skills, including ability to multitask and manage multiple projects at the same time and adaptability to changing priorities to meet demands of the Library.
14. Ability to work independently and innovatively in a variety of situations and be flexible and adaptable to change.
15. Ability to analyze data, processes, and procedures, and develop meaningful reports and recommendations based on the analysis.

Technology Requirements:

- Use of standard office equipment, including but not limited to Personal Computer and related software packages to perform advanced analysis, information retrieval and tracking.
- A variety of technology, resources, databases and software.
- Intermediate keyboard and alpha/numeric data entry skills.
- Ability to navigate, search and use web functions and software applications (i.e., time and attendance systems, performance reviews).
- Microsoft Office Suite skills (e.g., Outlook, Word, Excel) to satisfactorily complete job responsibilities.
- SharePoint

Education and Experience:

Bachelor's Degree and a minimum of six years of experience; OR any combination of education and experience which would provide the required knowledge and skills and allows successful performance of the job.

Licenses, Certifications, and Special Requirements:

- A valid Washington State Driver's License.

Physical and Environmental Conditions:

- Work is performed in a standard office environment, as well as a library environment and involves regular contact with the public.
- Subject to sitting, standing, walking, bending, reaching and lifting objects up to 40 pounds.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions with this job.

This and all TRL positions are subject to transfer, based on library need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. Timberland Regional Library is also an Equal Opportunity Employer.