

# Training and Development Coordinator Tompkins County

**Department:** Human Resources Department

**Classification:** Competitive

**Labor Grade:** Confidential 65

**Approved:** 11/2024

**Revised:** 2/25/2025

**By:** HB, Deputy Commissioner of Human Resources

## **MINIMUM QUALIFICATIONS: EITHER:**

(A) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors degree **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) experience in employee training and development, organizational development or adult education ; **OR**

(B) Graduation from a regionally accredited or New York State registered two year college or university with an Associates degree **AND** five years of full-time paid (or the equivalent part-time and/or volunteer) experience in employee training and development, organizational development or adult education **OR**

(C) Any combination of training and experience equivalent to (or greater than) that specified above.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for creating a culture of continuous learning and skill development that aligns with the County's organizational goals and supports employee professional development. The incumbent will be responsible for designing, coordinating, facilitating and evaluating a county-wide employee training and development program that incorporates HR training and software solutions. The incumbent will work closely with departments to assess training needs, identify subject matter experts within departments, facilitate contracts with vendors and trainers, and evaluate the effectiveness of the program staff to insure the most effective use of available resources. The position may assist with Onboarding and New Employee Orientation and Recruitment activities. The work is performed under the direct supervision of the Commissioner of Human Resources or designee. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Assesses training and development needs through surveys, interviews, focus groups, communication and collaboration with departments
- Designs, administers, and reviews curriculum, training materials, and evaluation instruments to ensure consistency with organizational goals and strategic objectives;
- Develops interactive and engaging content that supports diverse learning styles;
- Identifies appropriate training and subject matter experts within county departments;
- Serves as a reference and support for departments in selecting most appropriate materials, mediums and formats;
- Coordinates scheduling and facilitation of county-wide training and development opportunities;
- Maintains records of county-wide training and development activities, including attendance and feedback;
- Assists with the timely delivery of an orientation program for new employees;
- Prepares and submits relevant reports as required;
- Maintains and updates program and training manuals per best practices and related guidelines;
- May assist in the formulation of policies and procedures in relation to employee training and development;

- Handles the administrative tasks associated with the county-wide training fund including keeping track of requests, approvals and expenditures;
- Seeks out funding and other opportunities to enhance funding for training and professional development.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Ability to design and implement effective training and development programs;
- Considerable interpersonal skills to work with various departments and individuals with diverse backgrounds and learning styles;
- Ability to establish connections, obtain buy-in and cooperation with departments, supervisors and staff throughout the organization;
- Proficiency with Microsoft Office suite and other training platforms, software and methods;
- Excellent verbal, written, presentation and time management skills;
- Good knowledge of the latest learning, development and training trends and practices;
- Ability to evaluate and research training options and alternatives
- Physical condition commensurate with the demands of the position.

10/21/2024

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