

SNOHOMISH COUNTY JOB DESCRIPTION

TRAINING COORDINATOR - PDS

Spec No. 3334

BASIC FUNCTION

Develop and maintain a training program for the Planning and Development Services Department (PDS) to enhance or develop the required skills of employees. Work with Snohomish County Human Resources and PDS leadership team to align training with county and department business objectives and operations.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Works with Human Resources and PDS leadership team to establish departmental training program, including defining objectives, strategies, policies and procedures.
2. Conducts training needs analysis to gather information, assess knowledge and skill gaps, evaluates existing training, and identifies training needs for PDS in consultation with Human Resources. Oversees development of knowledge, skills, and abilities lists (“KSAs”) for all staff and develop tracks of training for key job classes in PDS.
3. Identifies and provides PDS-specific topics and training plan for new employees related to their positions.
4. Creates and develops training library and resources for PDS-specific training using a variety of methods such as classes, webinars, videos, Wikis, visual aids, instruction manuals, tasks, exercises and mentoring. Ensures course curriculum, content, design, and delivery methods are current, relevant, efficient, and maximize the use of new technology. Identifies sources of outside professional/technical training; develops training contracts and monitors contract compliance; and recommends training resources for department specific training requests.
5. Participates in evaluation of technology/software and PDS budget development process as related to training needs.
6. Oversees and maintains the PDS learning management system.
7. Assists PDS work groups with the development of citizen education training and design/production of PDS marketing and educational materials.
8. Assists PDS management team with coordination of PDS mentorship program and leadership academy.

STATEMENT OF OTHER JOB DUTIES

9. Performs related duties as required.

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MINIMUM QUALIFICATIONS

Associate's degree in training, organizational development, instructional design, human resource management or related field; AND two (2) years on-the-job experience in training or education; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass all job related tests.

SPECIAL REQUIREMENTS

A Washington State Drivers License is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- instructional design and e-learning environments
- educational technology and learning management systems
- theories, practices and procedures related to adult learning and training
- techniques and strategies in conducting needs assessment and task analysis
- course design, teaching methods, and techniques for skill development
- education program planning, design and evaluation of outcomes
- program development and project management skills
- interpersonal communications, collaboration, group process and facilitation skills
- excellent oral and written communication skills

Ability to:

- plan and organize work in a team environment
- identify and use mediums for content and target audiences
- prepare clear and concise training materials, correspondence, memoranda, etc.
- establish and maintain effective work relationships with the leadership team, PDS employees, and other county departments
- communicate effectively both orally and in writing
- maintain accurate records
- interpret and apply oral and written instructions

SUPERVISION

The employee receives general direction from a PDS Division Manager. The work is performed with considerable independence and is reviewed through meetings, status reports, outcomes and results obtained. General personnel related training programs are under the review and approval of the Snohomish County Human Resources Director.

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WORKING CONDITIONS

The work is performed in the usual office environment. Occasional field trips to work locations in the surrounding community, for meetings, and related off site activities. The employee may be required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: March 2006

Revised: January 2017

EEO Category: 5 – Paraprofessional

Pay Grade: 240 – Classified Pay Plan

Workers Comp 5306 Non-Hazardous