



JOB DESCRIPTION

TITLE: Training Coordinator

DEPT.: Administration

REPORTS TO: HR Manager

CLASSIFICATION: Exempt

Objective:

The Training Coordinator plays a key role in advancing the library's mission by developing, coordinating and supporting training, employee engagement, recruitment, and staff development programs. Coordinates learning activities to meet the needs of the organization. Manages the training budget, the tuition reimbursement program, and system wide training.

Duties:

1. Researches, recommends, develops, directs and coordinates learning opportunities to meet the library's needs.
2. Actively coordinates ongoing training activities, including onboarding new staff, and annual staff development events.
3. Processes training requests and registers staff for workshops and conferences. Maintains statistics related to staff training.
4. Researches, selects, and negotiates fees and contracts with businesses providing training and developmental resources.
5. Evaluates training effectiveness and compiles data for management review.
6. Assists in developing the training budget in collaboration with the HR Manager. Monitors training, travel, and tuition reimbursement budgets.
7. Coordinates the selection and placement of practicum students/interns for the Library in conjunction with schools.
8. Reviews travel reimbursement expenditures following pre-established guidelines.
9. Coordinates and manages tuition reimbursement program.
10. Assists with general human resources duties including staying current with HR practices, legal requirements, and industry trends to support compliance and innovation.
11. Organizes and assists with new hire employee orientation.
12. Provides back-up support for all HR staff.
13. Maintains and utilizes applicant tracking systems to streamline recruiting processes.
14. Participates in professional development through professional reading, workshops, conferences, and networking groups. Shares information learned with appropriate colleagues.
15. Serves on library and community committees as assigned.
16. Performs other duties as assigned.

Minimum Qualifications:

Education:

Bachelor's degree in Human Resources, Education or equivalent required

Experience:

One year of related experience in a comparable business, organization, or library.

Minimum three years of training, employee engagement, HR, or organizational development.

Fluency in written and spoken Spanish or other language commonly spoken in the district is preferred.

Knowledge, Skills, & Abilities:

- Ability to manage multiple tasks with efficiency, skill, accuracy and appropriate speed
- Ability to work collaboratively as a member of a team with colleagues and managers
- Communicates effectively in English, both orally and in writing
- Ability to read and understand written information and instructions
- Ability to empathize and relate to others' needs
- Ability to always provide excellent customer service with members and staff
- Proficiency in the use of email and computer technology
- Attention to detail
- Ability to use good judgment following procedures in support of library policies
- Ability to remain calm under pressure
- Ability to exercise initiative and to make appropriate independent decisions
- Ability to troubleshoot minor problems with computers and peripherals
- Knowledge of Windows and MS Office
- Demonstrates ease and comfort with emerging technologies
- Ability to handle emergency situations in a calm, capable manner

Supervisory Responsibility:

None.

Physical Requirements:

- speaking, hearing, vision, and manual dexterity sufficient to adequately perform the job
- ability to push/pull up to 100 pounds and lift or move up to 25 pounds occasionally
- prolonged sitting and repetitive keyboard use

Working Conditions:

Work is performed in a typical library environment. Must have valid driver's license and proof of auto insurance or have the ability to arrange own transportation between Main library, branches, and other locations as needed.