

TRAINING FACILITY COORDINATOR

CLASS DESCRIPTION

General Responsibilities:

This is responsible, professional and administrative work involving the coordination of the management of the facility and accounting related procedures, and the planning, organizing and coordination of training programs for a Training Center. The work involves a wide range of coordinative and procedural activities, and is performed independently. Work includes managing the complex and varied aspects of the Training Center, including coordinating custodial and maintenance service for classrooms and specialty rooms, researching and marketing specialized training topics of interest, booking professional trainers, executing contracts, billing outside agencies, reconciling accounts, purchasing equipment and supplies,, and supervision of staff. Work often involves operational situations, which require immediate action, coordination of multiple tasks, collaboration with other work units, maintenance of high standards of customer satisfaction, and decision-making. Work is performed under the general direction of a manager or supervisor.

Examples of Duties and Responsibilities:

Work with management and other staff members to determine and plan for facility needs and equipment. Develop operational/maintenance procedures. Determine the maintenance requirements for the Center and coordinate the establishment of necessary preventive maintenance programs. Coordinate maintenance and repair of facilities and equipment with Engineering staff and vendors. Coordinate all building improvements and participate in the development of the capital improvement plan. Review and monitor energy efficiency.

Coordinate the logistics for use of the Training Center by outside trainers, including scheduling all room use. Coordinate with personnel to ensure maximum use of facilities by all customers, ensuring accurate reservations for appropriate room use. Troubleshoot space needs conflicts and determine reasonable resolutions. Research potential training programs and vendors. Post information regarding programming for sign-up by internal and external customers on various websites. Communicate with outside agencies regarding upcoming events and/or trainings, and assist in development of appropriate marketing materials.

Execute all contracts for space use, training, grants, and general purchasing. Negotiate with user agencies on space rental fees. Coordinate the billing process for facility users. Provide cost analysis for all functions at the Training Center and provide recommendations related to pricing and procedures. Develop and produce financial reports related to the Training Center, and share implications of financial information with management and other staff. Coordinate purchasing activities related to the operations of the Training Center. Assist management and other staff with the development of budget proposals. Assist in identifying, applying for and managing training related grants.

Supervise administrative/clerical support staff and volunteers engaged in the operation and maintenance associated with the Training Center. Interview and hire staff according to guidelines established by the Department. Develop training materials, train and orient staff on

related operating procedures, administrative requirements, etc. Evaluate staff performance and develop approaches to improve performance when necessary. Coordinate staff schedules, maintain attendance records and perform related payroll functions. Provide consultation and direction on the more complex and/or judgmental aspects of the work. Ensure that staff is following policy, procedure and city APM's. Provide leadership and support for the unit.

Perform related work as required.

QUALIFICATIONS

Training and Experience:

Generally, positions in this classification will require:

Two years of responsible professional experience managing the operation and maintenance of a building, center or facility, including one year of leadership/supervisory experience and one year of financial responsibility. Such experience would normally be gained after graduation from an accredited college or university with an associate's degree in business administration, public administration, facilities management, construction management, or a related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Knowledge, Skills and Abilities:

Working knowledge of planning, negotiation, marketing, promotions, and evaluation principles, techniques, and methods applicable to public facility customer relations and programming. Working knowledge of the operations of a public facility such as a Training Center. Working knowledge of the practices and procedures relating to the establishment and oversight of event production. Working knowledge of administrative budgeting and recordkeeping procedures and practices. Working knowledge of and ability to use computer software applicable to the duties of the position, including word processing, spreadsheet, and database management. Knowledge of the full range of supervisory principles and practices, including hire, train, assign, document, discipline, schedule, and evaluate work performance. Ability to develop and implement Training Center policies and procedures. Ability to supervise, schedule, and evaluate assigned staff. Ability to establish policies and procedures for facilities rental and usage. Ability to prepare budgetary, financial, and facility usage information; and prepare complete and accurate reports. Ability to make relevant mathematical computations and calculators to complete financial reports. Ability to maintain office records and files in accordance with departmental and unit standards. Ability to prepare and disseminate effective promotional materials and program information. Ability to interpret, explain, and apply City, facility, and program regulations, policies, and procedures. Ability to interpret and make decisions in accordance with ordinances, regulations, departmental protocol and established working procedures. Ability to establish and maintain effective working relationships with other City agencies and employees, user groups, and the general public. Ability to work effectively with multicultural populations. Ability to communicate effectively, both orally and in writing. Ability to obtain agreements through

negotiation and discussion. Ability to prepare funding applications. Ability to plan, organize, and schedule activities in an effective, yet flexible and variable manner. Ability to manage multiple projects and tasks simultaneously and to give considerable attention to details. Ability to work independently and make sound decisions with relatively little supervision. Ability to work in a fast-paced environment with frequent interruptions. Ability to maintain flexibility with regard to a variety of assignments and contribute to overall functionality and productivity of the unit. Ability to maintain adequate attendance.

Necessary Special Qualifications:

Ability to meet the transportation requirements of this position.

Physical Requirements:

Work is primarily sedentary in nature and performed in an office environment. Employees will be expected to use standard office equipment such as a telephone, computer, calculator, copier, and fax machine. Must physically access all areas of the facility in order to perform or inspect repair and maintenance work.

Department/Division	Comp. Group	Range
All	18	05

Approved: _____
 Harper Donahue IV Date
 Human Resources Director