



TRAINING COORDINATOR

Occupational Code: 8812

Salary Range: 28U

Status: Unclassified

FLSA: Exempt

Established: 10/97

This is professional work in developing specialized training programs for clients to meet standards for current and projected employment opportunities and to provide on-going training to the case management and assessment staff.

Responsibility involves establishing a working relationship with public and private employers to determine the job qualifications for current and projected employment opportunities. An employee in this position is expected to work with various educational agencies to develop customized training curriculums to meet those occupational opportunities for clients. Additionally, works with the Senior Job Placement/Marketing Specialist in long-range planning in determining job opportunities. Interacts co-operatively with other Employment Program staff members such as Case Managers and the Assessment and Referral staff, to provide on-going training and information on the criteria for recruitment and referral to customized training programs. Interfaces with the One Community One Goal Committee of the Greater Miami Chamber of Commerce in projecting employment opportunities for clients in the growth industries anticipated to generate both above-average income jobs and entry-level support jobs. Establishes close working relationships with Miami-Dade Community College and Dade County Public Schools curriculum specialists in the development of customized training programs for the occupations projected and arranges for group and vouchered training opportunities for clients. An employee in this position is expected to exercise independent judgment. Performs other related duties as required. This position reports to the Program Administrator through the Client Services Coordinator.

An individual in such a position should establish an excellent working relationship with the educational institutions and agencies in the South Florida area and have background in areas of curriculum development. Considerable knowledge of South Florida labor market statistics and the projection of growth industries and projected jobs in those industries.

REQUIREMENTS:

Bachelor's Degree from an accredited college or university in Business or Public Administration, Human Resource Management, Social Sciences, Education or a related area and considerable (2 - 4 years) experience in developing curriculum and/or coordinating training programs. State of Florida diver's license required.

OR

Equivalent combination of training and experience beyond a Bachelor's degree.