



# Training Coordinator

## Job Description

Department: Auditor  
Position: Career Service  
Grade: 724  
Supervisory: No  
Reports to: Director of Financial Services

### Summary

Under general guidance and direction of the Director of Financial Services, develops a county-wide training program to enable all employees with financial responsibilities to understand all applicable financial processes, systems, and policies effectively and efficiently. Coordinates training plans and logistics for the Auditor's Staff.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Develop, coordinate, and evaluate training programs for financial systems, policies, and processes; monitor and assess training needs.
2. Develop assessment tools and performance metrics for training program; assess program effectiveness; recommend changes for improvement, as needed.
3. Function as System Administrator for the County Learning Management System (LMS) for the Auditor's Office; create and upload training courses; assist employees with completing training courses, as needed.
4. Develop training materials for employees at various levels of involvement with financial policies and processes; collaborate with program and department supervisors to create curriculum for employees with financial responsibilities and related duties.
5. Organize, develop, and conduct live trainings with groups or individuals, as directed; perform scheduling, registration, and communications, as needed.
6. Ensure continuing education requirements are met by employees in the Auditor's Office; coordinate and track annual training plans, as directed; coordinate travel arrangements in a timely manner and in accordance with policy.
7. Oversee and monitor program budget; ensure resources are available, as needed.
8. Create and maintain training files and record keeping systems.

### For Office Use Only

Job Code: 2110  
Job Title: Training Coordinator  
FLSA: Exempt  
Effective Date: 2/27/2023  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor

9. Ensure required trainings for employees and interns in the Auditor's Office are completed; coordinate related recruiting, onboarding, and offboarding tasks, as needed.
10. Coordinate internships for the Auditor's office; maintain relationships and agreements with local universities; interview, hire, and oversee interns; provide training and weekly assignments; provide necessary grading of interns per local university agreements.

### **Knowledge, Skills, and Abilities**

- Knowledge of financial policies, systems, and processes
- Knowledge of learning theories and instructional design
- Knowledge of Learning Management Systems
- Knowledge of program evaluation
- Skilled in developing and maintaining training programs
- Skilled in creating and editing training videos
- Skilled in public speaking
- Skilled in using modern equipment and systems to present training content
- Skilled in managing schedules of multiple participants
- Ability to use presentation, word processing, and project management softwares
- Ability to navigate Learning Management Systems
- Ability to work independently
- Ability to coordinate training events and venues
- Ability to promote the training initiative and motivate attendees
- Ability to communicate effectively verbally and in writing
- Ability to present to individuals and groups in-person and remotely

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does oversee the work of interns and serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file, and lift supplies up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

### **Position Type / Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

### **Required Education and Experience**

1. Bachelor's degree in Business Administration, Public Administration, Organizational Behavior, or a related field.
2. Two (2) years of experience in training or employee development.
3. Equivalent combinations of education and experience may also be considered.

### **Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

### **AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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