

Title: Training Coordinator	Effective Date: May 11, 2012	Grade: X	Job Category: Paraprofessional
Prior Title: Training Coordinator	Prior Effective Date: May 20, 2011	Grade: X	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the supervision of the Section Head, this position is responsible for coordinating and evaluating training and development programs.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Coordinate training programs, workshops, seminars, and meetings for Divisions/Districts.
- Organize and develop training reference library, visual aids, and other educational materials, and maintain a list of training programs available to Department employees.
- Maintain training reports as required.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Ability to interpret and apply Departmental policies and procedures. Some statewide travel may be required.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

