

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Training Coordinator **Position Number: 60040**

Location: Helena **Department: Transportation**

Program Area: General Operations

Section: Learning and Development Section

Job Overview:

This position is responsible for training logistics, coordinating conferences, administering contracts for training by consultants, reviews RFPs for training, and is responsible for maintaining employee training records. This position assists in marketing trainings, conferences, webinars and all learning and development opportunities throughout the agency. This position reports to the Learning and Development Supervisor and does not supervise others.

Essential Functions (Major Duties or Responsibilities):

Training Facilitation 50%

- Facilitate and designs learning and development opportunities such as webinars, lunch and learns and assists Learning and Development Consultants in providing training for the department.
- Provides support in developing and designing employee rotation programs throughout the department. These rotation programs include an orientation component, hands-on training, and job shadowing.
- Partners with department management and subject matter experts to assist with the facilitation of trainings. Schedules the training (in person or virtual) and assists with the logistics during the training.
- Assists Learning and Development Consultants in identifying training objectives, modifying content and delivery techniques to meet MDT standards.
- Assesses the effectiveness of agency training and determines what modifications are required to enable the Department to meet its identified goals and objectives.
- Provides presentations at various conferences, meetings or team-building events.

Training Coordination and Administration 40%

- Responsible for scheduling training consultants, identifying training objectives through discussion with the program area, ensures delivery techniques is applicable depending on if in person or virtual, and ensures training meets MDT standards.
- Negotiates contracts, manages budgets, and approves billing invoices for external vendors.
- Establishes logistics for conferences and training, completion of contracts for conference/training locations, room reservations for trainers, audio-visual needs, and assembly of training materials.
- Responsible for ordering any items needed for a conference or training. This ranges from manuals, software, whiteboards, and other materials. This is in conjunction with upcoming trainings and needs.
- Point of contact for external trainers that are instructing at the conferences or trainings. Be available to the trainer to provide support and to answer questions.
- Assists with scheduling and managing the Project Development and Project Delivery Training Program on an annual basis. Also manages the bi-annual Preconstruction and Construction conferences.
- Represents MDT on the Transportation Learning Network (TLN) Programming Committee.
- Research, analyze and evaluate courses and training materials.
- Maintains employee training records in applicable system. Responsible for ensuring the data is entered in a timely manner. Adjust training records if data was not entered correctly or was missed. Completes an audit on training records yearly to ensure records are being recorded correctly.
- Utilizes an event management and registration platform that manages event registration, agendas, and payments for virtual, in-person and hybrid events.

Other Duties 10%

Performs any additional duties identified by the Supervisor or General Operations Manager in support of the Department mission and objectives.

Supervision

The number of employees supervised is: 0

The position number for each supervised employee is: n/a

Physical and Environmental Demands:

- This position functions in a typical office environment.
- Occasional in state travel to conference locations locally and in other Montana cities.

Knowledge, Skills and Abilities (Behaviors):

- Ability to learn how to apply adult education principles and practices within a large diverse organization.
- Effectively communicate with stakeholders at all levels verbally and in writing.
- Ability to manage conference and training contracts and budgets.
- Ability to gain knowledge of how to develop and modify adult training materials and programs.
- Ability to present information in a public speaking environment.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Associates’ degree in business, education, training & development, communication, or a related field.

This position requires a minimum of 2 years of experience in group facilitation, office management support, event planning, or a related field.

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

List any other special required information for this position

- | | |
|--|--|
| <input type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> Valid driver’s license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |
| MFPE Union Code | Safety Responsibilities |

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Trainer 1

Job Code Number: B1F011

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

FLSA Exempt

FLSA Non-Exempt

Telework Available

Telework Not Available

Classification Complete

Organizational Chart attached

Human Resources:

Signature

Title

Date