

## MT. SAN ANTONIO COLLEGE JOB DESCRIPTION

Job Title:	Coordinator, Professional and Organizational Development	Range:	124
Date Revised:	3/31/04	Date Approved:	9/24/03

### PRIMARY PURPOSE

Under the direction of the Vice President, Human Resources, and working collaboratively with the manager, Staff and Organizational Learning, this position is responsible for coordinating the development of activities and functions of Staff and Organizational Learning. The Coordinator, Staff and Organizational Learning networks with all employee groups to assess professional development needs; supervises the department secretary, hourly employees, and work study students; and is the designated person in charge of the office in the absence of the manager.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Coordinates the daily operations of the Staff Development Resource Center (SDRC); supervises, trains, and maintains work schedules for the department secretary, hourly employees, and work study students
2.	Makes recommendations pertaining to the department's staff, activities, and clients to the Human Resources management team
3.	Oversees department's production of class offerings, registration, presenter support, course delivery, training evaluation, presentations and web page
4.	Represents program implementation needs and concerns at Professional Development Council
5.	Networks with staff, faculty, managers, and leadership groups to facilitate the development and implementation of staff development offerings
6.	Collaborates with the Academic Senate in organizing Professional Development/FLEX Day activities
7.	Monitors operations and customer feedback, making recommendations to the Human Resources management team
8.	Prepares and submits data for state and local reports
9.	Monitors and makes recommendations to the Vice President, Human Resources, regarding department's district funds
10.	Oversees department collections including hardware/software inventories, training materials, books, journals, and videotapes
11.	Plans, implements, and facilitates the new employee orientation
12.	Assists Human Resources management team with the classified evaluation process
13.	Works with Human Resources and Risk Management to organize and track mandatory employee trainings; plans and implements contract-driven training programs
14.	Participates in local 4C/SD Regional Consortium; hosts on-campus meetings for 4C/SD Regional Consortium
15.	Prepares Board of Trustee Communications and Contracts
16.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner
17.	Performs related duties as assigned

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### **WORKING RELATIONSHIPS**

The Coordinator, Staff and Organizational Learning maintains frequent contact with faculty, staff, students, various departments, the community and outside agencies.

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### **EDUCATION AND EXPERIENCE**

A Bachelor's degree in Business, Communication, Education or similar major and two years of increasingly responsible experience working in a professional development environment; valid California Class "C" Driver's License required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Organization, operations, policies and objectives
- Applicable sections of State Education Code and other applicable laws
- Modern office practices, procedures, and equipment
- Record keeping techniques
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Various computer software applications, i.e. Microsoft Office XP and Lotus Notes
- Interpersonal skills using tact, patience, and courtesy
- Supervision principles, project and time management
- Principles of development and training
- Materials and new technologies that support learning
- Emerging models for the development of teamwork
- Continuous improvement philosophy and processes

#### **Skills and Abilities:**

- Operate a variety of office equipment, i.e. computer and word processing software, copier, scanner, projector, and audio
- Interpret, apply and explain rules, regulations, policies and procedures
- Compile, organize, and analyze statistical data
- Work confidentially with discretion
- Plan, organize and prioritize work
- Meet schedules and time lines
- Work independently and as a team player to accomplish a variety of projects requiring communication and technical skills
- Understand and follow oral and written directions
- Understand scope of authority in making independent decisions
- Review situations accurately and determine appropriate action according to established guidelines
- Compose procedures, manuals and reports

#### **Skills and Abilities – continued**

- Recommend continuous improvement projects related to learner needs
- Establish and maintain effective working relationships with others
- Communicate effectively, both orally and in writing
- Collaborate with the Online Learning Support Center in web development and presentation design for department and distance learning faculty
- Operate personal and/or mainframe computers

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### **WORKING CONDITIONS**

College office environment; subject to driving to a variety of locations to conduct work; may require standing for long periods while assisting students. May be subject to sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.

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