

### Job Description

<b>Title:</b>	Coordinator, Professional and Organizational Development
<b>Unit:</b>	CSEA 262
<b>Range:</b>	95 (current)
<b>Committee Review:</b>	1/22/2021
<b>Synopsis:</b>	This position job description has not been updated since 2004.
<b>Rational</b>	Due to the drastic changes in POD since the inception of this position, it required a complete rewrite in essential functions, skills and ability, and Minimum qualification.
<b>Incumbent</b>	There is currently one incumbent in this position.

## **COORDINATOR, PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT**

### **DEFINITION**

Under general supervision, plans, organizes, coordinates, provides direction and oversight of assigned Professional and Organizational Development (POD) programs/activities; works collaboratively with staff, faculty, and managers and is responsible for coordinating the development of activities and functions related to the Professional and Organizational Development plan. The incumbent networks with all employee groups to assess and develop professional development needs and provide growth opportunities.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned managerial personnel. May exercise technical and functional direction over and provides training to temporary employees and other staff.

### **CLASS CHARACTERISTICS**

This is a coordinator classification responsible for planning, organizing, and coordinating assigned Professional and Organizational Development programs, projects, services, and/or activities. Incumbents at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations. Successful performance of the work requires the knowledge of professional development programs, training, logistical planning and implementation of and College activities, which has extensive student, faculty, and staff contact. This class is distinguished from the Director, Professional & Organizational Development in that the latter has overall responsibility for all functions of the Professional & Organizational Development unit and for developing, implementing, and interpreting institutional policy.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Chairs committees and taskforces taking primary responsibility to coordinate events; collaborates, plans, assess, and coordinates orientations, workshops, and training in-person or in virtual format.
2. Collaborates with all employee groups to plan and implement professional development that advances the objectives of the College's professional development plan.
3. Plans, coordinates, and implements various events, workshops, and outreach and recruitment activities.
4. Coordinates with other departments and divisions to ensure effective and efficient operations, technology, and services of assigned programs and/or projects.
5. Tracks and reports classified professional development goals defined by Classified Professional Development Committee (CPDC), including data tracking and analysis to inform professional development activities and changes in the Mt. SAC Professional Development Plan.
6. Represents classified and confidential staff professional development in campus and council meetings.
7. Oversees the process for developing content, including courses, of professional learning designed for staff.
8. Researches and proposes methods of assessing effectiveness of staff learning experiences.
9. Identifies, complies, publicizes, and communicates appropriate professional learning opportunities on a weekly basis.
10. Provides training and facilitates professional learning workshops on campus and online; may present at CPD-Day and Flex Day sessions, as necessary.
11. Coordinates with POD managers on planning, assessment, scheduling, and implementing professional learning events, workshops, and activities.
12. Provides professional development activities for staff who work non-traditional hours, including occasional attendance at early morning, late evening, and weekend offerings.

13. Participates on committees, taskforces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas, if needed.
14. Performs other related or lower classification duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Basic principles and practices of providing technical and functional direction and training to assigned staff.
2. Principles, practices, and service delivery needs related to the projects assigned.
3. Procedures for planning, implementing, and maintaining assigned projects.
4. Research and reporting methods, techniques, and procedures.
5. Principles and practices of data collection, analysis and report preparation.
6. Basic principles and practices of budget administration and accountability.
7. Modern office practices, methods, and computer equipment and applications related to the work.
8. Record keeping principles and procedures.
9. Principles, practices, and techniques of effectively dealing with the public and basic public relations.
10. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

### **Skills & Abilities to:**

1. Oversee and coordinate assigned project operations, services, and activities.
2. Plan and organize events related to assigned area.
3. Participate in the development of goals, objectives, policies, procedures, and work standards for assigned projects.
4. Conduct research and analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
5. Prepare clear and concise reports, correspondence, procedures, and other written materials.
6. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
7. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
8. Use English effectively to communicate in person, over the telephone, and in writing.
9. Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner.
10. Participates in shared governance activities to maintain open communication channels with unions and meet and confer leaders about professional learning goals and activities.
11. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
12. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in education, social science, human services, public administration, or a related field, and two (2) full-time equivalent years of increasingly responsible program or project coordination experience working with diverse students in an educational setting.

### **Licenses and Certifications:**

The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects, typically weighing 20 pounds.

### **ENVIRONMENTAL ELEMENTS**

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may occasionally work outdoors for assigned events and be exposed to loud noise levels, cold and/or hot temperatures, and dust, fumes, and allergens. Incumbents may interact with upset staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

# CURRENT JOB DESCRIPTION

## 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

## **MT. SAN ANTONIO COLLEGE JOB DESCRIPTION**

### **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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