



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

TRAINING ADMINISTRATOR

Group-Section: Various	FLSA Status: Exempt Bargaining Unit: ACE	Salary Grade: 45 Job Code #: YC55
-------------------------------	---	--

JOB SUMMARY

This is the journey level performing Training Administrator job duties. Responsibilities include performing a variety of complex analytical duties including, but not limited to, training program development, schedule forecasts, budget analysis, and contract administration; serving as a liaison between training and management to identify training needs and accurately develop training schedules; and providing support to Human Resources Information Systems on database management.

DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and use judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

OVERSIGHT

Supervision Received: Receives direction from the Team, Unit, Section, Assistant Group, or Group Manager.

Supervision Given: May act as a lead. May Coordinate and review work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Provides support and consultation to managers to assist in identifying training program requirements and provide associated training reports.
2. Coordinates training programs, customer communications, and analyzes training data. Ensures effective administration of training processes and policies.
3. Designs and modifies new and existing training programs.
4. Provides training to managers, training coordinators, and employees on the use of training databases.
5. Develops procedures and job aids to support the administration of training.
6. Processes training invoices and p-card purchases.

7. Reviews work plan for assigned projects; determines work flow needs; establishes work schedules for completion; evaluates work products, methods, and procedures; meets with staff to identify and resolve problems; makes recommendations to manager.
8. Develops training tools, manuals, guides, and other materials for training coordinators and management to improve efficiency and effectiveness of training administration.
9. Provides consultation to training coordinators and departmental staff on training approaches and options available to address customer's short- and long-term training needs. Provides training and guidance, problem solving, and customer service.
10. Provides support to Human Resources Information Systems staff in database management, training program development, code table maintenance, and ensures data integrity. Identifies, develops, and implements system changes in response to management and administration system problems, and in support of major computer system change. Develops system requirements with technical consultants.
11. Manages and updates training information on internal website.
12. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
13. Prepares bids and requests for proposals; prepares, negotiates, and administers agreements with outside agencies and organizations. Analyzes and identifies opportunities for improving purchasing services; implements just-in-time procurement; conducts assessments to determine feasibility of proposed projects; ensures cost savings, efficiency, productivity, and program compliance in accordance with established guidelines.
14. Administers assigned contracts; negotiates and prepares agreements with external organizations and vendors; monitors budgets and work progress and ensures that vendor performance meets or exceeds defined performance standards and adheres to overall company policies and procedures.
15. Performs other related job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree from an accredited college or university in a related field and four years of relevant experience; or four years as an Administrative Assistant III.

Required Knowledge of: Principles and practices of training administration and analysis; methods and techniques used to analyze processes and recommend solutions; methods and techniques used to collect and analyze data and prepare reports based on findings; methods and techniques of contract administration; principles and practices of program development and administration; principles of budget preparation, analysis, forecasting and control; operational characteristics of information systems and their relation to business analysis; customer service; and principles and procedures of financial record keeping and reporting; and principles of business letter writing and basic report preparation.

Required Skills and Abilities to: Analyze and make recommendations for the solution of training, procedural and general management problems and program needs within assigned area; manage complex work assignments; write a variety of clear and concise administrative, statistical and analytical reports at the appropriate level of detail for use by decision makers; apply analytical techniques in diagnosing, troubleshooting, and resolving training administration and data management problems; understand application modules, flow of data, security issues, and system performance; prepare and monitor budgets and track costs; recommend and implement modifications to existing programs, systems and procedures; research, analyze and evaluate new service delivery methods and techniques; analyze and review the work plan for assigned projects and determine work flow needs; administer and monitor assigned contracts; operate office equipment including computers and supporting word processing and spreadsheet applications; communicate clearly and concisely, both verbally and in writing; establish and maintain collaborative working relationships with all levels within the organization; provide customer service.

Certificates, Licenses, and Registrations Requirements:

- Valid California Class C Driver License that allows you to drive in the course of your employment.

Desirable Qualifications

- Two years experience as a training coordinator

PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.