

COMPUTER TRAINING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for developing and implementing projects to provide employee training in the utilization of computer systems and resources. The incumbent will assist administrative personnel in identifying training needs, develop training programs, negotiate and prepare vendor training contracts, and evaluate or monitor operative projects. Work is performed under general supervision with leeway for independently performing most of the duties of the position.

TYPICAL WORK ACTIVITIES:

Meets with administrators and employees from various departments to develop training goals and objectives;

Conducts surveys or inquiries to determine computer training needs and identifies resources to meet these needs;

May assist in providing information used in preparing or submitting training grant applications;

Monitors performance on training grant awards;

Assesses and evaluates the effectiveness of training programs, services, or projects and makes recommendations for improving the quality of programs or projects;

Performs a variety of coordination functions relating to training, educational, and technical programs offered through the Management Information Office;

Disseminates information, makes presentations, and conducts classes and training sessions;

Performs a variety of record keeping and reporting tasks relating to training activities;

Participates in staff development and training programs and in appropriate meetings or conferences.

Participates in a variety of committees, work groups, councils, and organizations to keep knowledgeable about the data technology needs of departments;

Develops and facilitates work groups as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the application and technical services available through the Information Systems department; working knowledge of learning and instruction principles including such things as motivation, perception, retention and recall, and the use of teaching aids; working knowledge of basic concepts and practices used in the design and implementation of training curricula, including the identification of goals and objectives, designing and organizing

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learning programs, selection of instruction materials, and preparation of an instruction syllabus; ability to present ideas clearly, both orally and in writing; ability to interpret policies and to make decisions based upon established policies and procedures; ability to develop and monitor training programs or projects; and ability to work effectively with other employees, department heads, and county officials.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university recognized by the New York State Education Department with a Bachelor's degree in data processing, computer science, or a related field; or
- (B) Four years of experience in the operation of a mini mainframe, mainframe, or personal computer, including or supplemented by two years of experience in providing instruction in the use of computer hardware and software; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A
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