

Title: <b>Workforce Development Coordinator</b>	Effective Date: May 6, 2020	Grade XIV	Job Category: B-Professional
Prior Title: Workforce Development Coordinator	Prior Effective Date: June, 26, 2017	Grade XIV	Page 1 of 2

**CHARACTERISTICS OF WORK**

Under supervision of the Section Head of Workforce Development, Health, Wellness, and Safety, this position is responsible for creating, implementing, and promoting internal employee training and development including providing oversight and coordination of the Department's Federal Motor Carrier Safety Administration (FMCSA) CDL training program, Maintenance Academy, and Leadership Development Program as well as coordination of workforce development initiatives.

**EXAMPLES OF WORK**

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Plan, design, implement, and deliver professional and creative internal classroom training programs and coordinate the Federal Motor Carrier Safety Administration (FMCSA) CDL training program to ensure compliance with FMCSA laws, rules, and regulations.
- Plan, design, implement, and coordinate the ARDOT Maintenance Training Academy program.
- Plan, design, implement, and coordinate the ARDOT Leadership Development Program.
- Work directly with subject matter experts to develop appropriate training content for online and/or classroom delivery.
- Both independently and in coordination with the Learning Management Systems Administrator, plan, design, develop and deploy online learning content.
- Coordinate with external training organizations to obtain and present relevant online and live classroom training.
- Coordinate continuing professional education (CPE) / professional development hours (PDH) for various professions within the Department.
- Coordinate the Department's GED program.
- Assist in writing, editing and publishing training materials.
- Proactively seek feedback from Department employees to foster continuous improvement to training content and delivery.

**MINIMUM REQUIREMENTS**Education and experience:

Educational equivalent to a bachelor's degree from an accredited college or university in Human Resources Management, Organizational Management, or closely related field; OR the educational equivalent to a high school diploma plus a minimum of four years of experience with developing or coordinating internal training programs.

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**Knowledge, skills and abilities:**

Advanced knowledge of training principles, practices, and delivery methods. Strong organizational and leadership skills. Demonstrated ability to successfully lead project teams. Ability to work independently with a high degree of self-motivation, initiative, attention to detail, and creativity. Well-developed sense of urgency and follow-through. Exceptional written and verbal communication skills. Advanced computer skills, including advanced knowledge of Microsoft Office applications and ability to adapt to new technology. Ability to maintain strong cooperative working relationships. Ability to multi-task and balance multiple priorities effectively in a fast-paced environment. Effective presentation and teaching skills.

**Working conditions:**

Office environment. Occasional statewide travel including some overnight travel.

**Licenses, registrations and certifications:**

Valid driver's license.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

**A criminal background check is required to determine candidate suitability for employment. Failure to meet these standards may cause the applicant to be rejected or terminated from the position.**