

**CITY OF ROSWELL, GEORGIA**  
**CLASSIFICATION SPECIFICATION**

<b>Code:</b>	<b>Z04</b>
<b>FLSA:</b>	<b>NE</b>
<b>WC:</b>	<b>8810</b>
<b>PG:</b>	<b>-</b>
<b>EEO:</b>	<b>5</b>

**CLASSIFICATION TITLE: EDUCATION COORDINATOR (PART-TIME)**

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**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to coordinate the City’s organizational development programs in conjunction with the Employee Relations Manager and to assist in other necessary Human Resources functions.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.**

Coordinates the administration of the Human Resources Division’s training; assists with coordinating meeting scheduling and registration; coordinates training locations and ensures rooms are booked for upcoming training sessions; maintains Munis training module to ensure employees’ training is updated.

Facilitates Human Resources trainings as needed including New Employee Orientation. Co-facilitates training and meetings with other Human Resources staff to include but not limited to Benefits Open Enrollment meetings, wellness meetings and staff compliance training.

Prepares or completes various forms, reports, correspondence, requisitions, purchase orders, calendars, schedules, monthly/annual reports, newsletters, flyers, brochures, pamphlets, time cards, supply lists, presentations, or other documents.

Assists with the development of informational pieces, which are distributed for publication to employees regarding Human Resources.

Attends meetings, serves on committees, and makes presentations as needed; participates in review committees, policy committees, safety committees, or other committees.

Communicates with supervisor, employees, and other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for information or other assistance.

Receives various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Performs data entry functions by keying data into computer system; enters, retrieves, reviews or modifies data in computer database; scans documents into computer; verifies accuracy of entered data and makes corrections; develops databases and computerized reports.

Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

## ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include preparing employee news pieces, answering telephone calls, entering data into computer, typing documents, proofing/editing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

Bachelor's Degree in Human Resources Management, Business Administration, Education, or closely related field; supplemented by one to two years of training experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Knowledge of basic Federal and State Human Resources principles is preferred.

## PERFORMANCE APTITUDES

**Specific Knowledge, Skills, or Abilities:** Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position. Previous training experience is preferred, but the ability and willingness to present to a group is required. Must be able to comprehend, interpret, explain, and apply applicable laws, regulations, policies, and procedures.

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information, and present information in formats suitable for a variety of audiences.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring, development of statistical averages and recognition of trends.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*