

TRAINING SPECIALIST - 234

DEFINITION OF WORK

Under immediate supervision, performs responsible professional work providing a variety of training functions including training needs assessment, program planning, implementation and evaluation; does related work as required.

EXAMPLES OF WORK

Conducts training needs assessment; plans, designs, implements and evaluates a variety of general and specialized programs for City employees; supervises students while in training; selects and develops appropriate training aides to complement instruction; develops training schedules and arranges for training rooms and other facilities; assists departmental officials on employee training matters and designs specific programs for problem areas; attends outside training and workshop sessions conducted by other agencies; evaluates films, slides, pamphlets, researches other prepared material and determines suitability for training; coordinates customer service and employee suggestion programs; prepares records as needed.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree in adult education or appropriate discipline and extensive experience in planning and conducting training programs.

Knowledge, Skills and Abilities: Thorough knowledge of modern training philosophies, practices and techniques; ability to conduct needs assessments, analyze data and plan/design, implement and evaluate appropriate training programs; knowledge of municipal functions and operations; knowledge of the audiovisual equipment application for training programs; ability to counsel with employees; ability to present ideas clearly and effectively before large groups; ability to stay abreast of developments in the training field; ability to establish and maintain effective working relationships with department officials and employees.

