



DATE	May 2007
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Workforce Services Trainer
DEPARTMENT/DIVISION: Workforce Services
REPORTS TO: Workforce Services Director

SUMMARY: Responsible for providing training for Workforce Services. Duties include: presenting training materials, preparing class materials, overseeing course registration, customizing off the shelf training materials, and conducting needs analysis. Work requires limited supervision and the use of independent judgment and discretion.

ESSENTIAL JOB FUNCTIONS:

- Develops and delivers training courses designed to meet current and anticipated needs of the City, which includes: determining training objectives; customizing off-the-shelf materials; developing curriculum and related materials; reviewing materials for applicability and possible purchase; facilitating training sessions; and/or, performing other related activities.
- Performs administrative activities associated with training activities, which includes: processing course registrations, including in-house and vendor provided training sessions; tracking attendance; promoting training opportunities; conducting performance measurement; and/or, performing other related activities.
- Identifies materials and appropriate hardware or software needs for curriculum development and delivery; acquires research materials, audiovisual equipment, supplies, and/or other necessary items.
- Attends a variety of meetings for the purpose of conveying, acquiring, or gathering information related to current or proposed training offerings provided by the City.
- Conducts needs analysis to determine organizational training needs.
- Participates in soliciting short-term bids from vendors. Defines specifications and recommends vendor selection.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of instructional strategies;
- Knowledge of adult learning theory;
- Knowledge of learning assessment methods;
- Skilled in facilitating training sessions;

- Skilled in developing and implementing curriculum;
- Skilled in conducting needs assessments;
- Skilled in speaking in public;
- Skilled in coordinating activities and training sessions with external vendors;
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines;
- Skilled in developing applicable training collateral materials;
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures;
- Skilled in preparing clear and concise reports, including oral, written, and audio/visual presentations;
- Skilled in maintaining sensitive and confidential information;
- Skilled in providing customer service;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in General Business Administration or related field.
- One year of experience as a trainer in Human Resources.

PREFERENCES:

- None.

WORKING CONDITIONS:

- Frequent climbing, balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 25 pounds.
- Work is typically performed in a standard office environment.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.