

Job Description

Job Title: Training III **Job Code:** 900727 **Job Family:** Administration
Pay Grade: JC.17.17 **FLSA:** Exempt **EEO:** Office-Clerical
Department/Agency: **Position Number(s):** Multiple
Recommended Position Title(s): Training III

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

The following Leadership Competencies apply to supervisors, managers, and executives based on designated responsibilities:

- People Management – Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.
- Operations Management – Directs and guides operations in alignment with the County's and department's overall goals and objectives; ensures the execution of efficient processes to maximize the County's and department's resources; utilizes operational knowledge to make sound decisions.
- Strategic Leadership – Determines the strategic direction of the team or department in alignment with overall county goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

Essential Duties:

- Independently develops, monitors and revises training curricula; identifies and addresses training needs; researches new methods and best practices to incorporate into learning; sets learning objectives and tasks; obtains and creates course materials, handouts and PowerPoints according to course objectives; determines principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects; ensures utilization of a recognized model of instructional systems design (ISD)
- Presents, facilitates and trains varied skill courses, workshops and development programs; guides and leads organizational trainers and provides feedback in areas of improvement; serves in a train-the-trainer role; leads and audits the assessments of employee progress to evaluate the effectiveness of training; guides and develops other training staff; advances and supports organizational development initiatives.
- Creates, revises and audits content within e-learning platforms; acts as site administrator; serves as liaison with information technology (IT) for system set up, enhancements and troubleshooting.
- Oversees department/agency training schedule; assists in training and coaching managers, supervisors, and others involved in employee development; develops and maintains organizational communications for promotion of training and development events and resources; oversees compliance of training requirements and plans; conducts follow up studies of all completed training to evaluate and measure results; tracks attendance; prepares and distributes evaluation surveys; monitors supply inventory and orders supplies; creates and disseminates reports.

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- Assists in ensuring that room or facility is prepared supplies are available and trainers present; ensures equipment is in proper working condition; reserves rooms and facilities; books caterers.
- Reports on progress of employees under guidance during training periods; assists in development and monitoring spending against the department/agency training budget; collaborates in strategic training plan development and implementation; leads or serves on training related committees.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

Bachelor's degree in the following filed(s) of study: Organizational Development, Education, Curriculum and Instruction, Human Resources, Industrial and Organizational Psychology, Instructional Design and Technology, Business Education or relevant field.

Three (3) years of relevant experience.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Master's degree in the following field(s) of study: Organizational Development, Education, Curriculum and Instruction, Human Resources, Industrial and Organizational Psychology, Instructional Design and Technology, Business Education or relevant field.

Certification in the following: Certified Professional in Learning and Performance (CPLP); Myers Briggs Type Indicator (MBTI); or relevant certification.

Familiarity with and able to use Microsoft Office Suite, Adobe Systems (Photoshop, RoboHelp, Creative Cloud, Actionsript, AfterEffects, Captivate, Dreamweaver); Micorosoft Visio, Snagit; Camtasia; Rise; Learning Management Systems; Moodle; Syberworks; Cisco Systems; HTML; JavaScript or similar programs.

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

Travel required 5% local and 5% outside Johnson County.