

Job Description

Job Title: Training II

Job Code: 900726

Job Family: Administration

Pay Grade: JC.16.16

FLSA: Exempt

EEO: Office-Clerical

Department/Agency:

Position Number(s): Multiple

Recommended Position Title(s): Training II

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:

- Assists the development and revision of training curricula with direct oversight and guidance; assists in identification of training needs; assists setting learning objectives and tasks; creates course materials, handouts and PowerPoints according to course objectives; applies principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects
- Presents, facilitates and trains varied skill courses, workshops and development programs; supports organizational trainers and provides feedback in areas of improvement; serves in a train-the-trainer role; assesses employee progress to evaluate the effectiveness of training.
- Creates and edits classes in learning management systems; troubleshoots problems with registration and course completion; assists in content creation and revision using e-learning platforms.
- Coordinates training schedule with the hiring and training demands of the department/agency; assists in maintain training records and training plans; prepares and distributes evaluation surveys; processes reports on survey results and provides recommendations to appropriate parties; tracks and monitors training attendance for compliance with policy and regulatory agencies; monitors supply inventory and orders supplies; creates and disseminates reports; maintains training records and plans; develops and maintains organizational communications such as bulletin boards and newsletters to ensure employees have knowledge of training and development events and resources.

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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; gives input on strategic training plans; 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.

Two (2) years of relevant experience.

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

Preferred Job Requirements:

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.

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Physical, Environmental, and Special Working Conditions:

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