

INSTRUCTOR IV

NATURE AND VARIETY OF WORK

This is supervisory and administrative professional work requiring planning, directing, or coordinating training and development activities. Work is performed under the general supervision of a higher level supervisory official. Work performance is evaluated through conferences, completed reports, and overall contribution to the assigned program.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate level employees.

Counsels managers in the areas of training, team building and organizational development/change management.

Develops various training and/or organizational development strategies that are consistent in terms of impact and are aligned with the long term strategic direction sought by the County Executive and deputies.

Assesses training needs or oversees the assessment process and recommends programs to meet identified needs to County and/or agency management.

Designs, develops and presents various training programs based on needs assessment.

Conducts agency specific competency and capacity assessments to develop individual and group strategies to further the goals of the agency.

Evaluates commercial and custom-built software products for county application.

Ensures that trainers are apprised of changes and upcoming developments in in-house software applications.

Assesses how work groups function, and develops interventions to improve processes, communication and group interaction.

Evaluates the effectiveness of training and course outcomes.

Maintains databases to track schedules, courses, and participants.

Drafts grant proposals, and makes recommendations on budgets and program policies and goals.

Identifies relevant systems, software, and online training technology.

Ensures the learning environment and resources, including equipment, are functional.

Recommends and/or orders instructional materials, supplies, equipment, and visual aides designed to meet training needs.

Evaluates the effectiveness of lower-level instructors, and recommends changes that could strengthen teaching skills.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of various adult learning styles and group dynamics.

Ability to manage projects, facilitate groups, and consult on training issues.

Ability to assess training and development at the agency level.

Ability to serve as a senior trainer, providing guidance/supervision and instruction to other trainers.

Thorough knowledge of instruction techniques and course development.

Ability to analyze work processes, competencies, communication and motivation systems.

Extensive knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.

Extensive knowledge of media production, communication, and dissemination techniques and methods.

Working knowledge of desktop applications.

Ability to communicate effectively, both orally and in writing, with internal and external customers.

Ability to demonstrate excellence in customer service.

MINIMUM QUALIFICATIONS

Bachelor's Degree in education, business or public administration, or a closely related field; plus three (3) years of professional experience in training or educational instruction in which at least one (1) year must have involved lead/supervisory duties; or an equivalent combination of education, training, and experience.