

Class Concept

Positions in this class are the directors of the staff development and training programs in mid to large departments or large divisions with a limited service delivery structure. Work involves the planning and implementation of development activities and management of fiscal and manpower resources. Positions supervise lower level staff and coordinator positions which provide comprehensive development and training services to department staff. Positions report to staff development or departmental management.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the theory of adult education and its application.
- Thorough knowledge of the type of service delivery structure.
- Thorough knowledge of organizational dynamics.
- Ability to identify fiscal and human capital resources and to coordinate their utilization.
- Ability to express oneself clearly, precisely, orally, and in written format.
- Analytical ability and the ability to identify agency needs and develop training solutions.

Minimum Education and Experience

Master's degree in social work, adult education, public administration, or a related human service field from an appropriately accredited institution and two years of experience as a trainer or in training administration; two years must have been in the type of facility being served; or an equivalent combination of education and experience.

Bachelor's degree in social work, adult education, public administration, or a related human service field from an appropriately accredited institution and four years of progressively responsible experience as a trainer or in training administration; two years must be in the type of facility being served; or

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.