

### Class Concept

Positions in this class are the directors of the staff development and training programs in large departments with a complex service delivery structure. Positions provide a comprehensive staff development and training program, management analysis, and organizational development services to users that are local, regional, and central office based. The positions have the authority and responsibility to integrate and coordinate the activities of the professional staff. Positions report to top level departmental management.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of the theory of training and education of adults and its application in principle and practice.
- Thorough knowledge of the type of division to which assigned, its program and service delivery systems.
- Thorough knowledge and skills in planning, administering, supervising, evaluating, and the coordination of these related activities in a complex system.
- Ability to identify fiscal and human capital resources and coordinate their utilization in meeting agency training and development objectives.

#### 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 three years of experience in a progressive role in training administration, personnel, human service administration, adult education administration or related field; two years must have been in a supervisory capacity; or

Bachelor's degree in social work, adult education, public administration, or a related human service field from an appropriately accredited institution, and five years of experience in a progressive role involving training administration, personnel, or related program administration; two years must have been in a supervisory capacity; or an equivalent combination of education and experience.

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