

**CLASS TITLE: SENIOR COMMUNITY DEVELOPMENT
TRAINING SPECIALIST**

**Class Code: 02960300
Pay Grade: 26A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform complex planning, development, evaluation and administration duties in the training of local government officials, employees and citizens in order to improve local government functioning; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with wide latitude for the exercise of initiative and independent judgement; work is reviewed upon completion for results attained.

SUPERVISION EXERCISED: As required, supervises the work of technical and clerical personnel assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform complex planning, development, evaluation and administration duties in the training of local government officials, employees and citizens in order to improve local government functioning.

To perform various duties in regard to the planning and development of training courses such as analysis of client needs, research and development of subject matter, selection of training methodology, location of training resources, and development of written and audio-visual training material.

To be responsible for the administration of training courses in regard to such matters as the recruitment of resource speakers, the negotiation of contractual agreements, the collection of fees, and the promotion and publicizing of courses to be offered.

To be responsible for conducting training courses when necessary.

To evaluate the effectiveness of training courses, assist in the evaluation of the training program, identify training needs, and recommend changes and additions to the total training program.

To be responsible for the preparation of brochures, news releases and promotional materials.

To coordinate training efforts with other federal, state and local programs and to provide technical assistance to state and local officials.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles, practices and techniques of developing training programs for local government officials, employees and citizens; a working knowledge of the methods and techniques of researching training problems such as the analysis of client needs, research and development of subject matter, selection of training methodology, location of training resources, development of written and audio-visual training material and evaluation of training effectiveness; the ability to plan, develop and conduct training courses; the ability to establish and maintain effective working relationships with federal, state and local officials as well as subordinates; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a degree in Planning, Public Administration, Social Science, Education, or in a related field; and

Experience: Such as may have been gained through: employment in a responsible position in the planning and development of training programs and courses.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: June 8, 1975

Editorial Review: March 15, 2003