

**CLASS TITLE: SUPERVISOR, COMMUNITY DEVELOPMENT
TRAINING SECTION**

**Class Code: 02860500
Pay Grade: 31A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, organize and direct a staff engaged in providing training programs to 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 direction of a superior with wide latitude for the exercise of independent judgement. Work is reviewed in conference for compliance with department policy.

SUPERVISION EXERCISED: Coordinates and directs the work of a technical and clerical staff. Reviews work in process and upon completion for conformance to department policy.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, organize and direct a staff engaged in providing training programs to local government officials, employees and citizens in order to improve local government functioning.

To meet with various community leaders, professionals and regional and federal agencies to coordinate training activities and provide effective training programs.

To oversee the planning and implementation of broadly based training programs, which include a number of individual courses.

To oversee and participate in the planning and implementation of such newly developed federal programs such as: management, human relations, equal employment, public administration and environmental considerations.

To oversee the planning and implementation of specialized training programs including such fields as graphics, audio-visual, instructional T.V. and clerical.

To be responsible for maintaining current information on the needs for community development training and to formulate plans accordingly.

To keep abreast of existing state, private and federal assistance programs for training and make recommendations for their utilization; to prepare applications for funding.

To continually evaluate training programs.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of developing training programs for local government officials, employees and citizens and the ability to apply such knowledge in the planning of staff operations and the effective assignment and utilization of personnel; a thorough 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; a thorough knowledge of the federal grant process and the ability to assist communities in fulfilling training prerequisites for eligibility in federal and state grants for community development; the ability to prepare clear and concise reports containing findings, analyses, conclusions and recommendations; 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 Bachelor's Degree in Planning, Public Administration, Social Science, Education, or in a closely related field; and

Experience: Such as may have been gained through: employment in a responsible administrative position which involved participation in the planning and organization of training programs and courses for community development.

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

Class Created: August 26, 1979

Editorial Review: 3/15/2003