



NEW:  
07/01/2012

JOB TITLE:	TRAINING SPECIALIST
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8552
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Plans, develops, and manages training programs for office automation users and is a resource for personnel in the use of applications. Responsible for the development of training and related technology materials and forms relating to computer applications. Trains end-users in specific computer applications.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Provides staff development components of Office Automation systems to personnel in administrative offices and school centers
- Serves as a technical consultant to selected certified and classified personnel in administrative offices and school centers
- Develops training material relating to computer applications and related technology
- Coordinates the training of end-users of information system services in the area of mainframe applications
- Coordinates development and maintenance of computer resource files
- Develops training plans for personnel and supervises the development of training programs
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

**MINIMUM QUALIFICATIONS**

- Bachelor's Degree
- Command of oral and written communications
- Demonstrated expertise in the operation of computers and computer equipment
- Demonstrated ability in training end-users of Office Automation applications
- Ability to apply time management techniques in the supervision of staff
- Valid driver's license
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- Two (2) years of specialized training in data processing, procedures writing and statistics
- Knowledge of educational office automation applications