



## DALLAS COUNTY JOB DESCRIPTION – GENERIC

<b>Job Title:</b>	Trainer III	<b>Job Code:</b>	500710	<b>Job Grade:</b>	F
<b>Reports To:</b>	Various	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	E
<b>Department:</b>	Various	<b>Loc. Code:</b>	Various	<b>SIC Code:</b>	9131
				<b>WC Code:</b>	8810
<b>Division:</b>	Various	<b>CS Code:*</b>	A, B, C, or D	<b>EEO Code:</b>	B01; B11

**Summary of Functions:** Develops, enhances, facilitates and evaluates training and staff development programs, goals and objectives for departmental professional and paraprofessional staff.

**Management Scope:** May supervise training staff.

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Coordinates with internal departments and outside vendors for the development, implementation and facilitation of training and staff development programs, providing technical expertise to internal staff and external department representatives.	30	E
2. Develops designs, layouts and presentations for training programs.	15	E
3. Develops and collects resource materials for management and employees which could include reference materials, manuals and video presentations.	15	E
4. Facilitates training presentations which could include managerial and supervisory skills, general employee development and specific departmental requests and requirements.	15	E
5. Collaborates with internal departments to develop needs assessment tools and prioritize training requests for service and requirements.	10	E
6. Develops and collects data for performance measures and future needs.	05	N
7. May supervise and/or mentor training staff in the effective delivery of training programs.	05	N
8. Performs other duties as assigned.	05	N

\* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

**Minimum Qualifications:**

Education, Experience and Training:

Education and experience equivalent to a Bachelor's degree from an accredited college or university in a job related field of study. Two (2) years of professional work related experience.

Special Requirements/Knowledge, Skills & Abilities:

Skilled in the use of standard software applications. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Requires good group presentation and organizational skills. Some positions require one or more of the following: successful completion of a criminal background investigation and/or valid driver's license.

Physical/Environmental Requirements:

Standard office environment. May require prolonged sitting, standing, walking and ability to lift and carry up to 25 lbs., unassisted. May require overnight travel.

Hay Points/Point Factor:

KH: EI 3 200 pts, PS: D3 (33%) 66 pts, AC: D1P 87 pts, TTL: 353 pts, KH/PS/AC: 57-19-25, Profile: +2

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on \_\_\_\_\_

Date \_\_\_\_\_

Approved by Civil Service Commission on \_\_\_\_\_

Date 3/15/04

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.