



DALLAS COUNTY JOB DESCRIPTION – GENERIC

Job Title: Trainer IV	Job Code: 500690	Job Grade: G
Reports To: Various	Pos. No: Various	FLSA Code: E
Department: Various	Loc. Code: Various	SIC Code: 9131 WC Code: 8810
Division: Various	CS Code:* A, B, C, or D	EEO Code: Various

Summary of Functions: Develops, enhances, facilitates and evaluates training and staff development programs, goals and objectives for all levels of employees on a County-wide basis or in a specialized function.

Management Scope: May supervise training staff.

Duties and Responsibilities:	% of Time	Essential Non-essential
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.	35	E
2. Develops designs, layouts and presentations for training programs, including reference materials, manuals, video presentations and marketing literature.	20	E
3. Facilitates training presentations that could include managerial and supervisory skills, general employee development, specific departmental requests and requirements, and participates in instructional train-the-trainer programs.	15	E
4. Collaborates with internal departments to develop needs assessment tools and prioritize training requests for service and requirements.	10	E
5. Supervises and mentors training staff in the effective delivery of training programs.	05	N
6. Develops long-term County-wide master development plans to include program goals and objectives, and collects data for performance measures and needs assessments.	05	N
7. Monitors expenditures, analyzes budget costs and negotiates contracts.	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. Three (3) years of professional work related experience.

Special Requirements/Knowledge, Skills & Abilities:

Must reside in or be willing to relocate to Dallas County. Skilled in the use of standard software applications. Demonstrated ability to develop creative programs based on adult learning theories and ability to design and lay out training programs. 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: EI3 230 pts, PS: D3 (33%) 76 pts, AC: D1P 87 pts, TTL: 393 pts, KH/PS/AC: 59-19-22, Profile: +1

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.