



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 421.1

Job Title: **TRAINER**

Pay Grade: 17

GENERAL SUMMARY:

Prepares and conducts training courses for City/department employees.

RESPONSIBILITIES:

- Conducts general or specialized training sessions as assigned.
- Develops required training material to support assigned courses.
- Recommends changes to testing and evaluation procedures, training manuals and other instructional materials.
- May develop teaching aids such as handbooks, demonstration equipment, multimedia visual aids and reference materials.
- Attends schools and courses intended to update or introduce new methods.
- May assist in the orientation of new trainers.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Psychology, Education, Personnel Management or a related field.

EXPERIENCE:

One year of professional personnel experience involving training in a formal classroom setting and/or the development of curriculum and lesson plans for adult learners is required. Pertinent training experience on a professional level may be substituted for the above educational requirement on a year-for-year basis.

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and procedures, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls and answering simple questions.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Trainer

Senior Trainer

Training Administrator

Effective: October 1990

Revised: September 1993