



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 421.3

Job Title: **SENIOR TRAINER**

Pay Grade: 21

GENERAL SUMMARY:

Prepares and conducts training courses for City/department employees. Acts as lead for a group of instructors.

RESPONSIBILITIES:

- Confers with management to identify areas requiring preventive, remedial or new training needs for City employees.
- Determines instructional outlines in accordance with department procedures.
- Selects or develops teaching aids, such as handbooks, demonstration equipment, multimedia visual aids and reference material.
- Conducts general or specialized training sessions as required. May train assigned instructors in techniques for training in both general and specialized areas.
- Evaluates community school courses and recommends participation by City/department employees.
- Develops training manuals, reference libraries, testing and evaluation procedures, multimedia visual aids and other instructional materials.
- Assists in departmental budget development to include equipment and material requirements.

SPECIFICATIONS:

KNOWLEDGE:

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

EXPERIENCE:

Three years of professional personnel experience involving training in a formal classroom setting and/or the development of curriculum and lesson plans for adult learners are 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 could lead to moderate expenses and inconveniences. 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:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

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 requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

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