



# CITY OF HOUSTON

## JOB DESCRIPTION

---

---

Job Code: 422.2

Job Title: **TRAINING ADMINISTRATOR**

Pay Grade: 24

### **GENERAL SUMMARY:**

Supervises, plans, coordinates and directs personnel training and staff development programs for City/department employees. Determines and analyzes training needs for employees, supervisors and managers.

### **RESPONSIBILITIES:**

- Determines training policies and procedures.
- Confers with management and supervisory personnel to assess training needs.
- Formulates and develops plans, procedures and programs to meet training needs and problems.
- Organizes and develops training manuals, reference libraries, testing and evaluation procedures, multimedia visual aids and other educational materials.
- Supervises and conducts supervisory employee training.
- Trains assigned instructors in techniques for training in both general and specialized areas.
- Coordinates training courses offered by community colleges and the public school system.
- Develops and administers training department budgets, recommending equipment purchases and personnel staffing.
- Maintains contacts with other companies, training organizations and associations for the purpose of keeping abreast of new training developments.
- May also supervise the employee communication program and administer the employee suggestion system.
- Conducts conferences to acquaint management with new programs and their objectives.
- Selects, trains and supervises training staff personnel.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

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

## **SPECIFICATIONS: (continued)**

### **EXPERIENCE:**

Four 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 at the professional level may be substituted for the above educational requirement on a year-for-year basis.

### **COMPLEXITY:**

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

### **IMPACT OF ACTIONS:**

Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a "first-line supervisor"; recommends personnel actions such as hirings, terminations, and pay changes of nonsupervisory personnel.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

#### **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 considerable tact and cooperation involving somewhat sensitive issues or problems.

### **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