CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 420.1

Job Title: **LEARNING DESIGNER**

Pay Grade: 26

GENERAL SUMMARY:

Designs and develops engaging learning materials using recognized instructional design models for face-to-face, hybrid, and online delivery.

RESPONSIBILITIES:

- Creates new and enhancing course materials for delivery of face-to-face, hybrid, and online courses using industry-recognized instructional design processes and practices.
- Develops and monitors project plans and timelines to meet required schedule of deliverables and progress milestones.
- Maintains course design documentation throughout discovery, design, and development. Maps learning outcomes to topics/content descriptions, instructional methods, assessment methods, and performance criteria.
- Partners with subject matter experts and trainers on the learner needs analysis, design, development, delivery, and evaluation of learning solutions.
- Applies adult learning theories and technical skills to create effective and engaging learning experiences.
- Meets individual/team performance metrics and goals.
- Collaborates with team members, internal and external stakeholders, and vendor partners to develop impactful, learner-centric experiences that align with organizational objectives.

SPECIFICATIONS:

KNOWLEDGE:
Requires a Bachelor's degree in Instructional Design, Learning and Development, Education or a field related to the duties being performed.

EXPERIENCE:
Four years of instructional design, learning development or professional personnel experience involving training in a formal classroom and/or the development of curriculum and lesson plans for adult learners are required.

Experience with Articulate 360, or a related e-learning development software is preferred.

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

SPECIFICATIONS: (continued)

COMPLEXITY:
Work is somewhat complex and varied and may require the 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:
No direct reports.

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 substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

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 OR Training Coordinator
Learning Designer
Senior Learning Designer

Effective: July 2026