CLASS TITLE: Training Technician III

CHARACTERISTICS OF THE CLASS: Under general supervision, the class performs professional training functions at the fully functional level, coordinating and presenting training programs, workshops and seminars; and performs related duties as required.

ESSENTIAL DUTIES: Conducts needs assessments to determine training needs of staff, delegate agencies and other client groups; searches the Internet, libraries and other sources to gather information on training topics; develops and prepares materials for use in training programs; provides training on specific work operations and procedures, applying technical expertise in a particular area of operation; develops evaluation tools and participates in evaluating training programs and making recommendations for improvement; develops on-going workshops to improve staff skills; develops evaluation tools and participates in evaluating training programs and making recommendations for improvement; prepares and disseminates informational materials informing employees of staff development programs; coordinates activities relating to the scheduling of presenters and guest speakers, the distribution of training materials and the preparation of training facilities; schedules employees for Department of Personnel training classes; maintains training records and preparing reports on training activities and accomplishments.

RELATED DUTIES: Oversees clerical staff engaged in registering training participants, reproducing training materials, maintaining training records and performing other clerical support duties.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor’s degree supplemented by two years of training or teaching experience, or an equivalent combination of training and experience.

Good knowledge of training methods, practices and procedures. Good knowledge of the techniques and procedures involved in the design and implementation of training programs. Good knowledge of educational theory and practices.
Ability to implement new training programs. Ability to write training manuals and related training materials. Ability to develop needs assessment tools.

Skill in the application of training methods and techniques. Good skill in assessing training needs. Good research skills. Good presentation skills. Good oral and written communication skills.

**Working Conditions.** General office environment.

**Equipment.** Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

April, 2003
City of Chicago
Department of Personnel