

TRAINING ASSISTANT

Code No. 4-18-408

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for assisting in the development and delivery of training presentations involving topics such as computer skills, supervisory skills, stress management, prioritizing, customer service, communication, department specific processes, and other work-related training. Duties also include providing support by tracking training information on complex databases. The employee reports directly to, and works under the general supervision of, a higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Assists in the development and delivery of training presentations and materials conducted by contracted agencies for in-house staff;

Assists in development and delivery of internal training sessions for in-house staff;

Identifies problems that can be addressed by training via needs analysis, skill gap analysis, etc., and assists in developing training solutions and monitoring devices;

Researches, reviews and analyzes presenters and training programs to identify needed improvements and makes recommendations to senior staff;

Compiles routine statistical information regarding training/educational program effectiveness, trends, numbers or other measurable matters including trainer evaluations;

Performs complex electronic searches for information in documents, records and files;

Maintains and tracks items such as professional development courses, attendees, and hours of attendance;

Assists in the coordination of training events including scheduling, notification, acquisition and setup of materials, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the principles and practices of adult learning; working knowledge of training presentations and techniques; analytical ability; organizational ability; ability to assist in the development and delivery of training presentations; ability to establish and maintain effective working relationships; ability to compile simple statistical information; ability to utilize a personal computer for data input, spread sheet development and maintenance, research, electronic searches, database maintenance, and word processing; ability to communicate both orally and in writing; decision making ability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus one (1) year of paid full-time or its part-time equivalent paid experience in either:
 - (1) The planning, development, coordination and delivery of training programs in the work place;
 - (2) The development, coordination or teaching of adult or vocational education programs;
 - (3) Personnel administration in a capacity involving responsibility for developing employee orientation programs;
 - (4) Elementary or secondary level classroom teaching;
 - (5) Utilizing a database system to monitor and track professional development or training programs for participants; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus three (3) years experience as defined in (A) above; OR,
- (C) Five (5) years experience as defined in (A) above; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENT:

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADOPTED: September 4, 1997

REVISED: November 6, 1997

REVISED: June 6, 2002

REVISED: June 5, 2008

ADDITIONAL INFORMATION:

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.