

Code: 1318  
Administrative Service  
Statistical, Technical and Mercantile Group  
Personnel Series

CLASS TITLE: **Training Director**

CHARACTERISTICS OF THE CLASS: Under direction, the class is managerial in nature, coordinating the development of staff training and development programs for a city department; and performs related duties as required.

ESSENTIAL DUTIES: Assesses training needs by interviewing management staff, conducting needs analyses, and observing staff to determine the type of programs that will meet departmental training needs; develops curriculum, content outlines, materials and presentations for a wide variety of programs; supervises staff engaged in conducting training sessions; conducts training programs using lecture, demonstration, panel discussion and other formats; coordinates training offered by other city departments, local colleges and vendors to supplement departmental training; interviews and selects outside trainers, consultants and educators to provide specialized instruction or technical training; evaluates training effectiveness through pre and post tests of program participants, interviews with managers, and statistical tracking to ensure that training needs are met; supervises staff engaged in preparing and disseminating informational materials on staff development programs; manages the department's training budget, identifying training priorities and approving expenditures; prepares reports on training programs to measure cost effectiveness and to document training services and programs.

RELATED DUTIES: Conducts new employee orientation programs; oversees clerical staff engaged in registering training participants, reproducing training materials, maintaining training records and performing other clerical support duties; may administer the department's tuition reimbursement program.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree supplemented by three years of progressively responsible experience in the design and implementation of employee training programs, or an equivalent combination of training and experience.

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CLASS TITLE: **Training Director** (Cont'd)

Knowledge, Abilities and Skill. Considerable knowledge of educational

and training methods, practices and procedures. Considerable knowledge of training program evaluation methods and measures. Considerable knowledge of training resources.

Ability to manage staff training and development functions for a city department. Ability to work with vendors in providing technical training. Ability to administer tuition reimbursement programs.

Considerable skill in assessing training needs. Considerable skill in developing and implementing employee training programs. Considerable presentation skills. Good research skills. Excellent 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