

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

TITLE: Training Specialist
SERIES: General Administrative

GRADE: I CODE: 2328
DATE: 9/28/90

Class Definition:

Under direction, provides instruction and training in a variety of managerial and administrative subject matter areas for Commission-wide programs. Advises and provides assistance in the development and implementation of training and educational programs for the Commission. Performs other related duties as assigned.

Examples of Important Duties

1. Designs and conducts training courses in broad scope subject matter, prepares lesson plans, course objectives and instructional materials (e.g., training manuals). Obtains films, tapes, and other visual aide materials/equipment for training sessions. Utilizes a variety of instructional methods/techniques to achieve course objectives. Counsels students on their progress and ways to improve their performance on an individual basis.
2. Develops and implements course evaluation criteria. Determines the effectiveness of courses. Initiates changes to improve the quality of course and to insure course objectives are being met.
3. Advises and acts as a resource to Commission Department management, supervising and implementing training programs. Coordinates programs between departments to insure maximum participation. Recommends alternative training methods, techniques, personnel to accomplish training objectives.
4. Conducts preliminary screening of students to assess their skills and abilities. Identifies those potential students who would not benefit from the course (i.e., students with out necessary prerequisite training or whose development is beyond the scope of the specific course).
5. Counsels employees on training/educational opportunities to enhance their educational development, including the full range between remedial through post graduate level courses.
6. Maintains contact with educational/training organizations and other appropriate associations for the purpose of keeping abreast of the latest developments in training/education technology.
7. Makes presentations to groups and boards for the purpose of

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Examples of Important Duties (Continued)

explaining and interpreting training goals and objectives, programs, etc.

8. Keeps training records for the Commission on course participants. Prepares status and progress reports. Maintains records of attendance. Monitors and maintains records of training program expenditures to stay within budget.

Important Worker Characteristics

- A. Extensive knowledge of (1) training administration; (2) Merit System Rules & Regulations; * (3) Statistical Analysis; * (4) Commission activities; * (5) instructional methods and techniques; (6) learning theory.
 - B. Ability to (1) handle confidential information with discretion; (2) communicate both orally and in writing; (3) deal tactfully and effectively and courteously with officials, staff and general public; (4) prepare reports and records; (5) arrive at sound decisions through detailed analysis and evaluation of information and data.
 - C. Skill in the operation of: audio/visual equipment.
- * Developed primarily after employment in this job class.

Minimum Qualifications

1. Masters Degree from an accredited college or university in Psychology, Personnel Administration, Public Administration, Business Administration, Education or related subjects and three years of experience in providing training/education programs which included experience as an instructor in Management Science, Business Administration, Public Administration, Personnel Administration or related subjects, or
2. An equivalent combination of education and experience.
3. Experience in providing adult education programs is highly desirable.

Working Conditions

Works in office/classroom. Considerable pressure to meet deadlines.