

## City of San Jose

**TRAINING SPECIALIST (1693)**CLASS PURPOSE

Under general supervision performs work of moderate difficulty, utilizing a high degree of creativity and resourcefulness in the coordination of Department training and staff development or media production activities and programming. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Analyzes department training needs through surveys or interviews and establishes department training objectives, plans and schedules; plans and recommends training or media programs to management.
- Researches and designs departmental training programs or activities; directs the implementation of departmental training programs by arranging and coordinating all activities; conducts training programs by serving as instructor or facilitator.
- Researches and designs departmental media programs and materials; produces edits or evaluates departmental media programs using tape or print formats.
- Evaluates effectiveness of training or media programs or materials.
- Writes or produces scripts, manuals, or narrative materials for use in
- training; prepares graphics, teaching aids or other visual materials for use in training.
- Coordinates distribution of training or staff development materials through department.
- Advises department on audio/visual equipment acquisition and use; insures audio/visual equipment is properly maintained and operated.
- Consults with other City departments or outside agencies regarding instructional materials, programs, information.
- Advises departmental supervisors or staff on training or staff development issues.
- Supervises training staff and/or lead staff assisting in training activities or media production.
- Proposes and controls training budget.
- Develops departmental policies or procedures related to training and media production standards.
- Maintains records of departmental training activities and media materials.
- Markets or distributes to other agencies training materials produced by department.

DISTINGUISHING CHARACTERISTICS

This is a single class in the Administrative Adjunct Series. Incumbents receive supervision from a manager or professional in the department they serve, and may, themselves, have technical or clerical staff to lead or supervise. The class is responsible for broad training activities and/or media productions within the department to which they are assigned, and in their work they typically combine specialist content subject knowledge of their department and generalist technical knowledge of training and/or media production in completing their assignments.

## QUALIFICATIONS

### Minimum Knowledges, Skills and Abilities

- Knowledge of the uses of media as an aid to training.
- Knowledge of the principles, practices and techniques of public information and communication.
- Knowledge of maintenance and operations of audio-visual equipment.
- Knowledge of budget and accounting principles.
- Knowledge of the principles and practices of supervision.
- Knowledge of media production processes, including video tape editing, lighting, graphic design, production planning, and script writing.
- Knowledge of the technical discipline of the department (Police science, library science, parks and recreation principles and water pollution control).
- Ability to plan, write and produce media/training programs or activities.
- Ability to present or conduct media programs and training activities.
- Ability to organize and coordinate the work of all levels of staff.
- Ability to establish and maintain effective working relationships.
- Ability to communicate clearly and concisely, both orally and in writing.

### Competency Knowledge, Skills and Abilities

- Ability to prepare and maintain training budget.
- Ability to apply pertinent aspects of departmental organization and operations to training work.
- Ability to establish and maintain effective working relationship with the media and the public and other employees.
- Ability to develop innovative, practical approaches to unique problems in responding to the training or public information needs of the department.
- Ability to plan and implement a department training, staff development or public relations/education program.

### Education

Any combination of training and experience equivalent to successful completion of two (2) years of undergraduate course work in Communications, Public Education, Journalism, or related field.

### Experience

At least six (6) months of experience in training or media production.

### Licenses/Certificates

Possession of a valid California Driver's License.

