



## JOB ANNOUNCEMENT

### Training Technician I or II Family Support Division, Workforce Development Unit July 16, 2018

The Family Support Division, Workforce Development Unit is seeking applications for two Training Technician I or II positions. These positions will continuously research, develop and train internal staff, partner agencies, employers, contractors and other stakeholders through webinars, classroom training, online training, memorandums, policies, and various marketing activities. All training will be implemented with the goal of allowing clients to be successful in job attainment and retention. **These positions are state-wide but will be housed/located to meet business needs.**

**JOB DUTIES:** The essential duties and responsibilities include, but are not limited to:

- Directing all phases of research, development, and delivery of workforce development training programs for internal staff, partner agencies, employers, contractors and other stakeholders
- Consulting with agency leaders, program staff, employers, clients, contractors and other stakeholders to determine training strategies, development and implementation
- Developing a training plan which includes all aspects of training
- Writing and developing training curriculums
- Researching and developing training materials that includes stakeholder education and client coaching
- Planning, scheduling and delivering training, and implements a train-the-trainer approach with contract agencies
- Producing, developing, evaluating, or acquiring audio-visual aids and computer-based software for use in training programs
- Evaluating training effectiveness; recommending and/or determining revisions; and implementing revisions to specific training programs
- Preparing reports on the progress of assigned phases of training
- Receiving general supervision from an administrative supervisor, who reviews work for conformance with agency policy and attainment of program objectives
- Coordinating with consultants regarding workforce training initiatives as needed
- Performing other related work as assigned

If the position is hired as a Training Technician I, initially work will be closely reviewed by a supervisor. Upon successful completion of the probationary period, the position will progress to a Training Technician II.

#### QUALIFICATIONS:

**Training Technician I:** Five or more years of experience in a professional, professional supervisory, or technical job classification with the Missouri Uniform Classification and Pay System. **OR** A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Education, Business or Public Administration, the social sciences, or a closely related field; **and**, One or more years of professional or technical experience in a business, governmental, or military setting, where the primary duties involved formal classroom training, training course design and development, and/or curriculum planning;

professional teaching experience at the high school level or above; and/or educational administration involving responsibility for curriculum planning and the supervision of teaching staff.

**Training Technician II:** One or more years of experience as a Training Technician I with the Missouri Uniform Classification and Pay System. **OR** A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Education, Business or Public Administration, the social sciences, or a closely related field; **and**, Two or more years of professional supervisory experience with the Missouri Uniform Classification and Pay System. **OR** A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Education, Business or Public Administration, the social sciences, or a closely related field; **and**, Two or more years of professional or technical experience in a business, governmental, or military setting, where the primary duties involved formal classroom training, training course design and development, and/or curriculum planning; professional teaching experience at the high school level or above; and/or educational administration involving responsibility for curriculum planning and the supervision of teaching staff. *(24 earned graduate credit hours from an accredited college or university in the specified areas may substitute for required experience.) (Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the required education.)*

**PREFERRED EXPERIENCE:** Training in workforce development programs

**DESIRED SKILLS:**

- Knowledge of methods of instruction and preparation of training materials;
- Knowledge of the principles, methods, and techniques involved in the development and administration of training programs;
- Knowledge of the organization, functions, and operations of FSD, partner agencies and contractors;
- Ability to assist agency staff in identifying training needs and developing a training program;
- Ability to effectively plan, develop, and organize materials for use in training programs;
- Ability to lead discussions and instruct participants in training classes;
- Ability to present ideas clearly;
- Ability to establish and maintain effective working relationships with agency staff and others; and
- Ability to operate audio-visual aids and other equipment used for training purposes.

**ANNUAL SALARY RANGE:**

Training Technician I: \$35,640.00 - \$50,112.00

Training Technician II: \$39,708.00 - \$56,520.00

**TO APPLY:** Individuals who meet the required qualifications as specified above and are interested in this position should print and fax or email a current EASE application ([www.ease.mo.gov](http://www.ease.mo.gov)) , completed DSS application (<http://dssweb/dpl/adman/POLICIES/MO886-1315.pdf>) along with any applicable transcript(s) to Toni Nichols at 573-751-4723 or [Toni.Nichols@dss.mo.gov](mailto:Toni.Nichols@dss.mo.gov).

**RECRUITMENT AREA:** Accepting applications from all qualified applicants

**APPLICATION DEADLINE:** Monday, July 30, 2018 by close of business

**Applications will be subject to review prior to scheduling interviews.**

**DSS IS AN EQUAL OPPORTUNITY EMPLOYER**