

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i> Trainer, Grants and Special Projects		<i>BOT Date:</i> Sept 25, 2002	
<i>Level:</i> F	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0638	<i>Adm. Rev:</i> Nov 19, 2003

### GENERAL DESCRIPTION

Responsible for working with community partners to provide training. Collaborates with staff to develop information and instructional technology training to result in the infusion of technology into the classroom and workplace.

### KEY RESPONSIBILITIES

### % OF TIME

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1.	Conducts needs assessments to determine community partner needs in training, and to establish goals, objectives and priorities.	5%
2.*	Develops training modules in various modalities (i.e. live workshops, web-based tutorials) for community partners. Regularly reassesses and redesigns training programs to meet changing needs and objectives.	25%
3.*	Delivers training in one-on-one, small or large group settings. Presents information in a logical, accurate and effective manner.	35%
4.*	Researches, designs, writes, and produces clear user documentation and other training materials (print, website, multimedia and online tutorials) such as course guides, timetables, and exercises.	25%
5.	Conducts evaluations to assess effectiveness of delivery and content of training sessions and materials. Maintains records and prepares related reports.	5%
6.	Organizes, prepares, publicizes and promotes training schedules to users.	5%
7.	Performs other similar and related duties as assigned.	

\* Indicates an "essential" job function.

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<b>KEY JOB REQUIREMENTS</b>		
<i>Education:</i>	Bachelor's Degree required; Master's Degree preferred.	
<i>Experience:</i>	Two to three years of prior related work experience.	
<i>Planning Scope/Level:</i>	Plans events that are expected to occur during the year and have some effect on the department's annual expenditures and/or revenues. The scope of planning may impact the department or equivalent.	
<i>Impact on Budgets:</i>	Has a strong, but not controlling, voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues.	
<i>Impact of Decisions:</i>	Moderate responsibility for making recommendations or decisions, which typically affect the assigned department, but may at times affect the operation, services, individuals, or activities of others outside the department.	
<i>Complexity:</i>	Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.	
<i>Decision Making:</i>	Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plans for various interrelated activities; and coordinates such activities within a work unit or while completing a project.	
<i>Problem Solving:</i>	Involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures, and modifying them for unusual situations. Guidance is usually provided on what sources to review and solutions are reviewed before acceptance.	
<i>Communication:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters.	
<i>Supervisory:</i>	Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. Nature of work supervised is primarily technically oriented or complex, includes additional administrative responsibilities, and requires a working knowledge of unit or department activities.	
<i>Job Knowledge:</i>	Requires the professional theory and practice applied at the advanced level of a seasoned professional. Requires extensive knowledge of professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.	
<i>Innovation/Creativity:</i>	Work requires using original and creative thinking to develop new, moderately complex, results. The results generally impact several work groups, a large project or an extended customer base.	
<i>Working Conditions/ Physical Effort:</i>	Work is typically performed sitting at a desk in an office, library, computer or classroom. Physical effort involves intermittent sitting, standing and stooping, with occasional lifting of 25 lbs. or less.	