

STAFF DEVELOPMENT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting in the coordination and development of training for staff in the Department of Social Services. The incumbent is responsible for providing orientation for all new employees and informational sessions for community agencies. The work is performed under the direction of the Staff Development Director in accordance with established policies and objectives. Does related work as required.

TYPICAL WORK ACTIVITIES:

Conducts studies to identify training and educational needs of the department;

Assists in the development of training programs to meet these needs;

Coordinates and conducts formalized training programs for all department staff;

Conducts an orientation program for new employees;

Makes arrangements for physical facilities and equipment for training sessions;

Maintains records and tracks training participation;

Maintains training program material such as films, books and related teaching aids;

Acts as facilitator for meetings, work groups and focus groups;

Compiles reports and statistics as requested;

Provides information for the community as needed;

May provide direct training as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the principles and practices of conducting a staff development program;

Working knowledge of both Public Assistance and Services programs offered by the Department;

Ability to learn to plan and develop curricula and lesson plans;

Ability to analyze jobs, functions and problems;

Ability to assist in implementing training programs;

Ability to write clear and accurate reports and records;

Ability to establish and maintain effective relationships with others;

Ability to perform close, detail work involving considerable visual effort and strain;

Ability to operate a computer terminal;

Ability to prepare and deliver presentations in a clear, concise and articulate manner.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree and one (1) year of experience in teaching, conducting training or as a job developer with a public or private social agency; OR

B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and three (3) years of experience in teaching, conducting training or as a job developer with a public or private social agency;

C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

R421

3/24/08

Revised 2/22/22