King County
Classification Specification

2252400

OCCUPATIONAL EDUCATION AND TRAINING PROGRAM ADMINISTRATOR – SENIOR

Class Summary

The responsibilities of this classification include providing a supportive environment that encourages personal and professional development and meets training objectives and organizational goals.

Distinguishing Characteristics

This is the fourth level within a four-level Occupational Education and Training classification series. This classification is distinguished from the Occupational Education and Training Program Administrator in that incumbents supervise assigned staff and determine strategic plans and training objectives of a program, while the Occupational Education and Training Program Administrator is responsible for administering programs and coordinating resources.

Examples of Duties (May vary by position)

Incumbents in this classification perform the functions of Levels I, II and III in addition to the following duties:

1. Develop a training project work plan and budget.
2. Provide consultation to internal customers.
3. Create vision, mission, direction and work plans; hire and train personnel; manage individual performance; create a positive work environment; allocate resources and manage budget.
4. Develop and conduct performance evaluation for trainers based on learning objectives and course content.
5. Participate with department management team in developing, implementing and evaluating overall program strategies.
6. Represent the department with community organizations and federal, state and local agencies related to occupational education and training issues.
7. Monitor budget for assigned area of responsibility.
8. Perform other duties as assigned.

Knowledge/Skills (May vary by position)

Incumbents in this classification generally possess the knowledge and skills of Levels I, II and III in addition to the following knowledge and skills:

Knowledge of supervisory techniques for project teams

Knowledge of project management

Knowledge of budget management principles

Knowledge of labor agreements, policies and procedures

Business math and statistics skills

Team-building skills

Negotiation skills

Supervisory skills

Licensing, Certification and Other Requirements

Washington State Driver's License or Commercial Driver's License with endorsements

Appropriate state or federal licenses and certifications (some positions)

Additional licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

FLSA Designation	**Exempt (Administrative)**
Levels within same series	Occupational Education and Training Instructor, Coordinator, Program Administrator and Program Administrator Senior
Class History	Created 11/1996
	Updated 2/2003
	Updated 1/2008 Changed font and format