



Class Summary

The responsibilities of this classification include researching and evaluating training programs and materials; interfacing with and scheduling vendor training; managing learning resources; scheduling internal and external classes; and locating, securing and administering employee-development programs.

Distinguishing Characteristics

This is the third level within a four-level Occupational Education and Training classification series. This classification is distinguished from the Occupational Education and Training Administrator - Senior in that the incumbents administer programs and coordinate resources for these programs, while the Occupational Education and Training Administrator - Senior is responsible for the supervision of staff and/or is responsible for the management of a program including the determination of strategic plans and training objectives.

Examples of Duties (May vary by position)

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

1. Research, evaluate and procure training materials and visual aids.
2. Research and analyze data to prepare information for publication of manuals, bulletins, standard operating procedures, instructional material and reports.
3. Develop standard operating procedures for the operation of new and existing equipment and related processes.
4. Prepare statistical reports based on program objectives.
5. Conduct trend analysis to determine program needs.
6. Develop and coordinate educational partnerships.
7. Develop a training project work plan and budget.
8. Arrange for in-house and off-site training events; review and select self-paced training packages.
9. Process, maintain and audit training records and events.
10. Supervise and coordinate work assignments for lower-level positions.
11. Perform other duties as assigned.

Knowledge/Skills (May vary by position)

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

Knowledge of occupational education principles and philosophy

Knowledge of post-secondary occupational technical teaching

Knowledge of educational psychology

Knowledge of training systems management

Knowledge of supervisory techniques

Knowledge of project administration

Knowledge of budget management principles

Knowledge of resource allocation

Knowledge of federal, state, local and county laws, policies, procedures, ordinances and labor agreements relating to safety, training and use of employee time

Knowledge of program planning, implementation and evaluation

Knowledge of procurement principles and procedures

Licensing, Certification and Other Requirements

Washington State Driver's License (some positions)

Commercial Driver's License with endorsements (some positions)

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 12/2003

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