

TRAINING MANAGER

DEFINITION: Under general direction, performs work of considerable difficulty in coordinating, developing and managing training and management development programs; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Develops and implements staff training and management development programs for the Navajo Nation; establishes short and long range goals, objectives, policies and operating procedures for the training program; plans, develops and implements a formal training needs assessment program; conducts and monitors individual and organizational training needs assessments; utilizes cost effective resources within and outside the organization; coordinates all training plans and programs with appropriate staff; recruits, selects and evaluates instructors and consultants.

Reviews, approves and evaluates training curricula and format; develops, coordinates and facilitates specialized curricula and training as needed or as requested by programs and departments; provides direction and supervision to staff; administers and oversees the program activities; develops and administers the annual operating budget for the program; ensures compliance with budget directives and guidelines; collects statistical data on training for reporting purposes and quality assurance; prepares required reports.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of curriculum development, instructional principles and methods.
Knowledge of planning and implementing training and development programs.
Knowledge of needs assessment instruments and evaluation methods and practices.
Knowledge of supervisory and administrative methods and practices.
Knowledge of all applicable laws related to training and certification.
Knowledge of computer hardware, software and peripherals.
Skill in developing, implementing and coordinating training and development resources and programs.
Skill in the development of needs assessment instruments.
Skill in curriculum development.
Skill in both verbal and written communication.
Skill in utilizing computer hardware and software.
Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS: A Master's degree in Training and Organizational Learning, Human Resources Management, Education, Public Administration or related field; and five (5) years of professional curriculum or instruction development or related experience, three (3) years of which must have been in a supervisory capacity; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

THE NAVAJO NATION

Class Code: 1441
Human Resources Series
Employee Development Group
Overtime Code: Exempt
Pay Grade: 67

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SPECIAL REQUIREMENTS: Must be a certified Trainer or obtain certification as a Certified Trainer within one (1) year of appointment.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.