

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS106145
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Procurement Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20074840  JOB CODE TITLE Training Officer  JOB CODE 64652	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Co-op Training Officer		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt  If FLSA Exempt, exemption type	Bargaining Unit 14  Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.    Report in location subject to change			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	40	Independently conducts needs assessment for all training needs & plans training activities for DAS Cooperative Purchasing Program (co-op) (e.g., current members, potential co-op members, vendors, potential bidders, state agencies, & Office of Procurement Services staff): conducts needs assessments; develops & administers appropriate on-site training; coordinates site visits geographically for co-op members, vendors, and state agencies; provides instructions on program features (e.g., mechanics, access, proper usage of DAS contracts, procurement website navigation, How to do Business with the State, procurement processes/procedures, etc.).	Knowledge of (1) cooperative purchasing concepts*; (2) customer service; (3) business administration; (4) applicable state & federal laws, rules, procedures & standards governing public procurement*; (5) public relations; (6) effective training techniques. Skill in (7) operation of personal computer & associated hardware/software (e.g., Word, Excel, PowerPoint); (8) operation of audio visual & training equipment & presentation software (e.g., LCD projector, multi-media equipment, laptop computers). Ability to (10) handle sensitive telephone & face-to-face inquiries & contacts with public & government; (11) write letters, papers, reports; (14) define problems, collect data, establish facts & draw valid conclusions; (15) work independently & take initiative; (16) handles multiple assignments & prioritize work; (17) navigate & understand features of procurement website; (18) use proper research methods in gathering data; (19) communicate clearly & effectively; (20) interact with individuals at various educational levels; (21) obtain & maintain valid driver's license.  *developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhonen/ce</i>	DATE 3/14/13

apd 315-1302

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS106145

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Procurement Services

COUNTY OF EMPLOYMENT  
Franklin

Reclassification       New Position       Update      Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Co-op Training Officer      POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: See Table of Organization

Permanent       Classified      Overtime:  Eligible       Exempt      Bargaining Unit 14  
 Temporary       Unclassified  
 Intermittent       Essential      If FLSA Exempt, exemption type: Administrative      Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: 8:00 a.m. TO: 5:00 p.m. Report in location subject to change

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Plans, schedules & conducts training programs: prepares materials & teaches sessions & workshops; reviews & revises training materials; coordinates division promotional display & materials; schedules & attends statewide association conference & trade show events/exhibits & meetings with numerous groups; promotes co-op program & How to do Business with the State through conducting training sessions & public relations activities with local governments, political subdivisions, various government & business associations, statewide organizations, Chambers of Commerce, Department of Development events & state agencies; writes, designs & develops training curriculum & delivers training information clearly & effectively; provides guidance to members on proper use of DAS contracts, DAS procurement website, contract navigation instructions & other contract assistance; initiates correspondence & contracts; creates & revises materials; coordinates promotional displays & associated media; develops educational videos, webinars, pamphlets, programs & training materials for statewide use.	Knowledge of 1*, 2, 3, 4*, 5, 6 Skill in 7, 8 Ability in 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21
20	Maintains records & reports on training activities & communicates training information: compiles training data; prepares correspondence; disseminates information regarding scheduling & course material; maintains training files; creates surveys on co-op program features, training & workshop sessions & administers to membership, state agencies & procurement staff; analyzes data; presents results in clear & efficient manner & assists in administering outcome; seeks & reports ongoing customer feedback to manager & work unit regarding member, agency & staff needs & concerns & implements solutions.	Knowledge of 1*, 2, 3, 4*, 5, 6 Skill in 7, 8 Ability in 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, (22) maintain accurate records
	Will require travel. May require overnight travel.	*developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhonen/ce*      3/14/13

POSITION NUMBER  
20074840

JOB CODE TITLE  
Training Officer

JOB CODE  
64652

*apd 3-15-13 ol*