



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
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Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET MULTIPLE POSITIONS OPEN

JOB CLASSIFICATION TITLE: TRAIN COORDINATOR

DEPARTMENT: DEPARTMENT OF JOB AND FAMILY SERVICES, HUMAN SERVICES DIVISION

PAY GRADE: #16

PROBATIONARY RATE: \$21.74 – \$26.74 PER HOUR

SCHEDULED HOURS: 40 HOURS PER WEEK

CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF TIME NOT LESS THAN SEVEN (7) CONSECUTIVE CALENDAR DAYS, BEGINNING JANUARY 30, 2023

VISIT WWW.CO.WARREN.OH.US AND COMPLETE THE APPLICATION AS FOLLOWS: CLICK ON JOB OPPORTUNITIES THEN CLICK ON WARREN COUNTY APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP AND EMAIL THE COMPLETED APPLICATION TO: WCCOMMAPP@CO.WARREN.OH.US PLEASE CONTACT SUSAN SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITIONS ARE FILLED

WARREN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

WARREN COUNTY COMMISSIONERS POSITION DESCRIPTION

Department:	Warren County JFS, Division of Human Services	Employee:	
Class Title:	Training Coordinator	Position Title:	Trainer
Class Number:	30161	Reports to:	Director
Probation:	365 Days	FLSA:	Non-exempt
Civil Service Status:	Classified	Lunch:	Unpaid
Employment Status:	Full Time	Pay Range:	16

SUMMARY OF ESSENTIAL DUTIES

The primary purpose of the Training Officer is to assess the training needs of the agency, develop training curriculum, train new staff, stay current with all changes, and communicate those changes to all staff. The Training Officer is also responsible for assisting in the Quality Assurance Process. The Training Officer is also responsible for updating manuals and training materials, attending training, conferences, and meetings concerning training and program development.

MINIMUM QUALIFICATION

The position requires a Bachelor's degree or an appropriate combination of education, training, and course work with approximately two (2) years of previous experience in human services, program coordination, program administration, and training experience.

UNUSUAL WORKING CONDITIONS/HAZARDS

The position requires no unusual physical effort. Occasional walking, standing, bending, or lifting light objects is required. The incumbent works in an office setting where the probability of injury is low.

ESSENTIAL FUNCTIONS

- Review and understand all State and Federal rules/policies related to the Supplemental Nutrition and Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF/OWF), Medicaid, Child Care and Adult Protective Services.
- Knowledgeable of all computer systems used in the agency.
- Develop in-house policies and procedures for agency administered programs and collaborates with Management.
- Update all manuals and training materials as needed.
- Develop in-house trainings including onboarding training for new employees.
- Monitor programs and procedure to ensure they meet state and federal requirements.
- Attends meetings and training sessions related to agency administered program, services issues, training, and development.

WARREN COUNTY COMMISSIONERS POSITION DESCRIPTION

- As needed conduct in-house review of cases to detect, correct, and reduce errors in casework, and identify training needs.
- Predictable and consistent attendance is required for this position,
- All other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge	Skills	Abilities
Office practices and procedures	Oral communication	Teach skills to new and current employees
State, Federal and local laws, rules and regulations	Public speaking	Interpret and Develop policy and procedures and technical material
Agency computer systems	Organization	Write reports and technical summaries
Training and development practices	Typing and Writing	Analyze information
Research methods	Advising	Maintain accurate records
Public Assistance Policy	Training	Prepare and deliver lectures
English grammar and composition	Computer Skills	Resolve recurrent standard problems

This position description in no manner states or implies that these are the only duties and responsibilities of Training Officer. My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most recent copy of the Warren County Commissioners Personnel Policy Manual.

Employee's Signature

Date

Signature of Agency Representative and Title

Date