



Training Officer

ROLE SUMMARY

Under general supervision, the class provides employee training and development services in a department with diverse training needs; and performs related duties as required.

Location: 1615 W. Chicago Ave, 4th floor, Chicago, IL 60622

Days: Monday - Friday

Hours: 9:00am to 5:00pm

Salary: Starting at \$64,992

This position is covered by the collective bargaining agreement between the City of Chicago and the American Federation of State, County and Municipal Employees (AFSCME) and is in the career service.

ESSENTIAL DUTIES

- Assists the Director of Training & Professional Development in determining staff training and professional development needs through consultations with managers and the administration of surveys or feedback tools to assess needs.
- Assists the Director of Training & Professional Development in developing the annual training calendar for the department.
- Research subject areas and studies materials to develop new training programs or to incorporate new information into existing programs.
- Prepares training program materials including, but not limited to, training outlines, curriculum, instructional modules, and visual aids for use in the presentation of training programs.
- Develops and conducts training sessions (web-based or in-person) on a variety of topics to meet the training needs of staff.
- Arranges for guest presenters and subject matter experts and schedules class times, locations, and staff for special training classes.
- Reviews evaluations and suggestions made by training attendees and incorporates changes to improve curriculum.

- Reviews employees' requests to attend training and professional development opportunities offered by the City of Chicago or external entities.
- Assists staff in developing and conducting new employee orientation and mentoring programs.
- Researches and evaluates seminars and training sessions offered by external entities and recommends suitability for department employees.
- Coordinates work efforts with external entities providing specialized and technical training to departmental employees.
- Assists the Director of Training & Professional Development in developing the department's training budget.
- Prepares reports on training and professional development activities.
- Assists the Director of Training & Professional Development in the implementation of the department's internship program.
- Assists the Director of Training & Professional Development with establishing an online and/or physical training library for the department.

The list of essential duties is not intended to be exhaustive; there may be other duties that are essential.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree supplemented by three years of training or teaching experience, or an equivalent combination of training and experience.

"Accredited" means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.