

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: TRAINING SPECIALIST III –
Contracts and Procurement

SALARY GROUP: B17

DEPARTMENT: Contracts and Procurement

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Billy Sanders DATE: 06/07/2012

POSITION #: 003103

I. JOB SUMMARY

Performs complex training work. Work involves coordinating, organizing, conducting, and assessing educational and training programs. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Evaluates and analyzes training needs regarding state contracts and procurement policies and procedures, state-mandated procurement certifications, continuing education, staff development, and testing; researches, develops, reviews, and assesses training programs and materials and recommends modifications; formulates learning objectives; and plans, designs, and develops methods for the assessment and evaluation of training effectiveness.
 - B. Plans, organizes, and delivers agency training using a variety of instructional techniques; develops curricula and course outlines; selects and develops instructional methods, training aids, manuals, and other materials; and formulates and develops plans, procedures, and programs to meet specific training, staff development, and continuing education needs.
 - C. Reviews legislation and regulations to determine impact on program operations; prepares implementation plans for state-mandated changes; assists in formulating policies and procedures for training programs; and conducts reviews to determine compliance with state procurement certification requirements, laws, rules, regulations, policies, and procedures.
 - D. Assists in the preparation of program budget requests; assists in preparing reports; and maintains training activity records.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Education, or a related field preferred. Each year of experience as described below in excess of the required four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Four years full-time, wage-earning staff development, purchasing, technical program support, or training experience.
3. Experience in purchasing under the laws and regulations of the State of Texas preferred.

B. Knowledge and Skills

1. Knowledge of training procedures and techniques.
2. Knowledge of adult education principles, practices, and techniques.
3. Knowledge of group process, group dynamics, and classroom management.
4. Knowledge of instructional design and curriculum development.
5. Knowledge of purchasing methods and procedures.
6. Knowledge of state and federal laws, rules, regulations, and statutes pertaining to state purchasing operations preferred.
7. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
8. Skill to communicate ideas and instructions clearly and concisely.
9. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
10. Skill to interpret and apply rules, regulations, policies, and procedures.
11. Skill in administrative problem-solving techniques.

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12. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
13. Skill to assess training needs and formulate learning objectives.
14. Skill to develop and evaluate training objectives, requirements, and effectiveness of delivery.
15. Skill to plan and budget for various training programs.
16. Skill in public address and conducting training programs.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, educational aides, LCD projectors, telephone, and automobile.