

COLLIER COUNTY, FLORIDA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: TRAINING OFFICER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide assistance in the Training & Outreach Department within the Supervisor of Elections office. This position coaches, trains, and educates election workers in accordance with the State of Florida's election laws and rules. Work involves designing, developing, and delivering multimodal adult learning programs, developing training materials, scheduling training sessions, and recruiting, assigning and evaluating election workers for upcoming election cycles.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Analyzes a wide range of training needs and creates training materials (i.e. manuals, checklists and job aids) using modern tools and methodologies.

Designs, develops and delivers comprehensive training programs (i.e. eLearning and instructor led) that prepare election workers to conduct elections while adhering to Florida election laws, rules, and established local procedures.

Demonstrates proficiency with a range of eLearning development tools, learning management systems, database management software, and other assigned applications.

Provides assistance and support to election workers in order for them to conduct election operations during the election cycle, involving problem solving/resolution to questions, calls, and emails.

Recruits, schedules and assigns election workers to training classes, orientations and election positions.

Researches and recommends solutions in election law changes affecting the conduct of elections and polling places.

Operates a personal computer, telephones, copiers and other general office equipment as necessary.

Works varied and extensive hours during the election cycle.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

In the event of a declared state of emergency, employees in this classification may be called to work during days or hours other than those for which they are regularly scheduled.

MINIMUM QUALIFICATIONS

Bachelor's Degree with emphasis in Public Administration, Education, Personnel Administration, Business Administration, or a closely related field; supplemented by three years of professional experience, or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job. Must be very organized, have strong problem solving skills, and possess excellent written/verbal communication skills. Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint).