



# Brazos County Job Description

Last Updated: October 2022

Template Revision 1.2 08/15/2012

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| <b>Class Number:</b>  | B1222  | <b>Title:</b>         | Senior Trainer          |
| <b>Pay Group:</b>     | 27     | <b>Department:</b>    | Information Technology  |
| <b>FLSA Status:</b>   | Exempt | <b>Reports To:</b>    | Senior Services Manager |
| <b>Approved Date:</b> |        | <b>EEOC Category:</b> | Professionals           |

## General Summary:

Develop, prioritize, deliver, assess, and revise training for county personnel. Aid support staff in end-user assistance as needed

## Essential Duties:

Identify the training needs of county personnel on desktop operating systems, office productivity suites, justice management, financial and other shrink-wrapped software, and in-house developed software. Develop and ensure adherence to technical documentation standards. Develop training syllabi, training manuals, and user's manuals. Deliver training to County personnel at the Information Technology Department training rooms, on-site at other departments, by telephone, or by videoconference, as required. Identify additional training requirements, assess third-party training offerings, schedule outside training, conferences and seminars. Identify and assess other training media and delivery methods. Coordinate training room schedules with other county departments as needed. Instruct personnel on county's computer policies and procedures; Duties may also include troubleshooting justice management software issues, executing expunction orders, printing juror summons cards, printing election combination forms, preparing court dockets for web access, preparing custom reports, and administering user access to the criminal justice software. May be on-call and some overtime and/or weekend/holiday work may be required. Other duties may be assigned.

Other Duties as assigned.

## Supervision

**Received:**

**Given:**

This is a non-supervisory position.

## Education

**Required:**

Bachelor's degree in Computer Science, or a related field, plus two years of systems support and training experience, or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

**Preferred:**

## Experience

**Required:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Preferred:**

MS in Computer Science, Computer Engineering, MIS, or related field.

## Certificates, Licenses, Registrations

**Required:**

None required.

**Preferred:**

## Physical Demands

**Typical:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to type; reach with hands and arms; and talk and hear. The employee frequently is required to stand and walk. The employee must occasionally lift and/or move objects weighing up to 40 pounds, such as computers, printers, stacks of records, or other similar objects. Specific vision abilities required by this job include close vision, and ability to adjust focus.

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| <i>Knowledge, Skills, &amp; Abilities</i> |   |
| <b>Typical:</b>                           | PC hardware and software including MS windows and Office applications, training techniques and support skills, technical writing. Operate standard word processing, spreadsheet, and database software; Ability to work successfully and maintain composure in stressful situations with minimal supervision is required. Establish and maintain effective working relationships with county employees. |

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| <i>Work Environment</i> |  |
| <b>Typical:</b>         | The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate, but may be noisy or distracting. The employee is required to perform multiple tasks simultaneously and to perform tedious and exacting work. The employee may be required to work closely with others as part of a team or perform required job functions remotely, to work under time pressures to meet deadlines, and to work in emergency situations. |