



Department of Housing and Community Development

NOTIFICATION OF VACANCY

February 9, 2011

**Training & Development Coordinator
(Trainer and Instructor II)**

POSITION #00119R

LOCATION:

**DHCD
600 E. MAIN ST. STE 300
RICHMOND, VA 23219**

HIRING RANGE:

\$31,352 - \$41,600 Annually

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development located in downtown Richmond is seeking a Training and Development Coordinator within the Division of Building and Fire Regulations/Training and Certification Unit. The selected individual will oversee, coordinate, and conduct initiatives, activities, and duties for implementation of comprehensive statewide Energy Code training and certification program for building code officials and technical assistants. Duties: Facilitate, lead, and participate in training curriculum development and conduct training program operation and evaluation under Jack A. Proctor Virginia Building Code Academy (VBCA) to ensure consistent content, intent, and delivery of training program and material. Conduct instructor recruitment, assignment, training, and evaluation. Implement, administer, and maintain processes of professional certification program. Maintain electronic database and training and certification records. Provide timely customer service to TCU internal and external customers throughout Virginia public and private sectors. Maintain knowledge of Division energy and related programs. May serve as staff liaison to professional organizations and customers, and staff support or member to agency advisory committee. May perform other duties as assigned.

QUALIFICATIONS GUIDE:

Comprehensive knowledge of training and certification program design, development, planning, and implementation; and ability to utilize curriculum development skills and adult learning techniques. Considerable knowledge of computer based training (CBT), web based training, webcasting, and related alternative delivery methods. Strong skill and ability to facilitate curriculum development committees, meetings, workgroups, and training programs; to perform data research, analysis, organization, and reporting; and to render sound decisions and recommendations. Demonstrated skill in Microsoft Office Suite and other training design and presentation software programs, including Articulate. Demonstrated ability to interpret and apply complex state and federal laws, regulations, procedures, and policies; to perform work independently and in team environments, including group leadership skills; to multi-task and prioritize multiple and simultaneous tasks; to provide strong and effective oral and written communication skills; and to provide excellent, customer service, including resolution to customer service related issues. Preferable experience with building and energy codes, applicable state laws and regulations, and certification standards. Associate degree in public administration, adult learning, or fields related to staff development, training, or education is highly desired. Valid driver's license and overnight travel is required.

THIS RESTRICTED POSITION IS FUNDED BY THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA) AND WILL EXPIRE WHEN GRANT FUNDING IS NO LONGER AVAILABLE, APPROXIMATELY MARCH 2012.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM AT <https://jobs.agencies.virginia.gov> BY WEDNESDAY, MARCH 2, 2011, 5:00 p.m. EST.

*For additional information please contact our Human Resource Office, at (804) 371-7000
An Equal Opportunity Employer*

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.