



Department of Housing and Community Development

NOTIFICATION OF VACANCY

October 26, 2016

**Training Coordinator
(Trainer Instructor I)**

POSITION #00374

LOCATION:

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

HIRING RANGE:

Negotiable to \$45,000 Annually

DUTIES AND RESPONSIBILITIES:

The Department of Housing and Community Development is seeking a knowledgeable individual to serve as the Training Coordinator. The selected individual will coordinate, implement, and conduct duties for the implementation of the statewide comprehensive training and certification of code officials and technical assistants; maintain process of the certification program to meet program requirements; participate in the operations of the training academy to ensure consistent content and delivery; provide a large amount of customer service via phone and email; and maintain database records for all personnel trained and certified by the Board of Housing and Community Development. May serve as liaison between division to Virginia professional associations or client groups; local, state and federal agencies or organizations; and public. May serve as member or staff to agency advisory committees; nationally based testing organizations; local, state and national associations, committees, and boards. May conduct instructor observations and site reviews. May participate in curriculum development.

QUALIFICATIONS GUIDE:

Ability to work independently and in a team as warranted. Ability to multi-task and prioritize workload based on program need. Ability to interact with all employee levels in local jurisdictions and state agencies, stake holder organizations, and vendors to provide effective customer service. Ability to provide strong oral and written communication skills. Ability to apply laws, policies and procedures to a variety of situations. Strong interpersonal skills. Knowledge of training and certification program implementation. Considerable knowledge of and demonstrated ability in the use of computers and associated software. Skill as an instructor/trainer in the adult learning arena. Demonstrate ability to be open to and to apply new ideas, concepts, and procedures. Ability to conduct research and organize information. Experience in coordinating and administering training programs. Experience with managing training site logistics. Experience as instructor or trainer. Valid driver's license. Ability to travel (day and multi-overnight trips).

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ONLINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY MONDAY, NOVEMBER 14, 2016 at 11:59 P.M.

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

*Women, Minorities, Veterans and people with disabilities, AmeriCorps, Peace Corps, and other national service alumni 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*
