



HUMAN RESOURCES

POSITION DESCRIPTION

We believe that each employee makes a significant contribution that should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of the services we provide our patrons.

Job Title: **Trainer**

Location: Charleston Main Library – System responsibilities

Reports To: Manager, Human Resources and Employee Training

Last Revision Date: 02/2024

PURPOSE

This position is responsible for developing unique training courses and programs for Library employees. Duties include speaking with Managers and HR personnel to determine training needs, implementing training programs, and reviewing data from previous training programs to determine their success. Broad and diverse duties include, but are not limited to, those listed below.

This position reports directly to the Manager, Human Resources and Employee Training, who reviews work through observation, analysis of completed work, and periodic conferences.

NATURE & SCOPE

This position’s primary responsibilities include generally diversified and complex activities, to include the exchange of information at all levels of the organization and as a resource with internal teams. Works under infrequent supervision and uses initiative to identify potential problems, conducts research to determine solutions. Provides instructional guidance through coaching and training.

ORGANIZATION PLACEMENT DIAGRAM



QUALIFICATION GUIDELINES

Education	Experience
Essential	
Bachelor’s Degree in Education or related field from an accredited college or university	Minimum of three (3) years experience in Education or Training Proven track record of successful training programs Familiar with current training techniques Proven skills for advanced computer use, to include Microsoft Office software, the internet, mobile devices, ILS, general office and library equipment
Preferred	
	Public Library experience Experience using SIRSI Basic video creation and editing

This job description is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

This job description will be reviewed periodically as duties and responsibilities change if necessary. Position Descriptions are subject to modification



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Ability to:

- Effectively perform the major duties and responsibilities of the position.
- Possess/provide documentation of valid driver's license and acceptable driving record.
- Demonstrate analytical skills necessary to analyze and interpret information, establish facts, draw valid conclusions, develop and implement responsible strategies.
- Interact and communicate effectively both orally and in writing.
- Establish, maintain, and foster positive, harmonious, and effective working relationships.
- Handle multiple projects and prioritize work.
- Plan and present effective training sessions.
- Maintain a regular and reliable level of attendance.
- Set goals and establish methods for achieving these goals.
- Apply and explain Library policies and procedures related to work assignment.

PRIMARY ACCOUNTABILITIES

- Works actively to promote customer service expectations established by the department and organization.
- Trains new hires on Library policies and procedures and uses the best training methods for a specific purpose or audience.
- Builds rapport with trainees and encourages them to develop trust in one another so they can rely on each other in the workplace.
- Creates training schedules for all departments, tracks and creates reports on outcomes of all training and maintain training records for the Library.
- Informs employees on scheduled training and tracks their progress.
- Tracks mandatory Continuing Education hours for all employees and properly reports them to the West Virginia Library Commission.
- Gathers and evaluates information from employees and management on previous training to identify weaknesses and areas that need additional training.
- Monitors and assesses needs and acts to improve training curriculum.
- Compiles and analyzes data, prepares reports and procedures, and summarizes activities monthly or as assigned.
- Participates in the development and implementation of system-wide workshops and in-service training programs for staff.
- Manages staff training software to ensure all employees have access to content.
- Supports Library management policies.
- Keeps abreast of technological changes and utilizes new methods and formats to deliver training sessions.
- Attends seminars and meetings to learn new training methods and techniques and uses the knowledge to prepare and coordinate future training sessions.
- Coordinates the approval process for webinars, seminars, and off-site conferences per Library policy. Responsible for corresponding travel arrangements.
- Recommends training materials and methods, orders and maintains in-house training equipment and facilities and assists in the management of the budget set for training.
- Provides leadership on system teams as assigned.
- Supports department and system-wide planning and execution (i.e. Book Festival, Staff Development Day).
- Carries out any other duties within the scope, spirit and purpose of the job.

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ESSENTIAL ABILITIES

Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate equipment needed to carry out the primary accountabilities of the position.

Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to carry out the primary accountabilities of the position.

Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with the supervisor and employees.

Sufficient vision, with or without reasonable accommodation, which permits the employee to produce and review a wide variety of materials in both electronic and hard copy form.

Ability to regularly ascend or descend a series of stairs or several tiers of stairs.

Ability to maintain body equilibrium to prevent falling when walking, standing, or crouching.

Ability to travel to and from various locations.

Ability to work a flexible schedule to include evenings and weekends, as needed.

Ability to effectively communicate in writing and orally on job progress and other overall assignments and responsibilities.

Ability to comprehend and sustain fundamental principles of library services, to include open access to library materials and privacy rights of patrons.

Ability to learn and carry out the primary accountabilities of the assigned position.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform primary accountabilities of this job. This job description is not intended as, nor should it be construed as exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

All positions at the KCPL require a criminal background check.

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