

ARIZONA SUPERIOR COURT IN PIMA COUNTY

JOB DESCRIPTION



Job Title: Director, Training and Education
Job Code: 8093
Pay Grade: 73
FLSA Status: Exempt

STATEMENT OF PURPOSE:

Coordinates the planning of educational and training programs and oversees the development and delivery of training programs for the entire Superior Court, including Juvenile and the Justice Court. Ensure that training and education programs support the goals and direction of the court departments, meet the standards stated in Arizona Supreme Court Administrative Order 99-8, meet local mandates, and provide opportunities for employee development.

ESSENTIAL FUNCTIONS:

- Plans, develops, directs, and oversees all training, education, and employee development programs for judicial staff and court employees.
- Select, trains and manages training staff, including establishing performance plans.
- Identifies needs and develops training programs to meet various training mandates.
- Collaborates with the training advisory committee to address special training needs.
- Assists in the development and preparation of training programs and resources to support the goals of court departments
- Develops, proposes and maintains annual training plans.
- Develops the annual budget for training and development programs.
- Oversees the administration of training resources and expenditures.
- Approves credit for training programs consistent with Arizona Supreme Court Administrative Guidelines for judicial education.
- Evaluates the effectiveness of training programs and curriculum to enhance effectiveness and value as appropriate.
- Coordinates activities with state level judicial branch education entities to ensure compliance with guidelines.
- May design, develop and deliver group presentations and specialized training on selected topics.
- May coordinate the development of educational programs with other jurisdictions.
- Explores grant opportunities and applies for grant funding.

ADDITIONAL DUTIES/RESPONSIBILITIES:

- Participates in statewide and local committees to coordinate planning and establish effective networking systems for efficient use of resources and equipment.
- Analyzes data and prepares various types of reports to include the Administrative Office of the Courts Annual COJET Compliance Report.

KNOWLEDGE /SKILLS/ABILITIES:

- Must have knowledge of adult learning and behavioral change theories, training needs assessment, program curriculum development and methods of marketing educational programs.
- Must have knowledge of current trends and research in the training and development field.
- Must have knowledge of community organizations, grant funding sources and other resources, which can support the training endeavor.
- Must have knowledge of management and administrative responsibilities including finance and budget, performance management, and policy implementation.
- Must have the skills to develop and evaluate of program goals and training effectiveness.
- Must have the skills in the use of a desktop computer, hardware and software used to make presentations, and word processing and database software to perform administrative responsibilities.
- Must have the ability to communicate effectively with diverse audiences, which includes court staff, judges, court management, representatives from other government offices, and the general public.

MINIMUM REQUIREMENTS:

A Bachelor's degree in business or public administration, education, organizational development or a related field and six years of progressively responsible experience in training and /or organizational development, which includes supervisory experience and coordinating and delivering training and educational programs. OR any equivalent combination of experience, training and/or education approved by Human Resources.

LICENSES AND CERTIFICATES:

None required.

PHYSICAL/SENSORY REQUIREMENTS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Superior Court Administrator. The incumbent performs responsibilities under limited supervision and will manage a staff of professionals and administrative support employees responsible for coordinating and facilitating educational and training programs.

Date: 10/01/01
Revised: 04/12/05