



# City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave  
(505) 955-6597 Fax (505) 955-6810  
[www.santafenm.gov](http://www.santafenm.gov)



## Recruitment Announcement #2008-005

**POSITION TITLE:** Transit Training Administrator  
**DEPARTMENT:** Public Works  
**SALARY RANGE:** \$18.85-\$33.91  
**FLSA/UNION STATUS:** COVERED/NOT COVERED  
**POSITION STATUS:** TERM CITY GRANT FULL TIME  
**PERIOD TO APPLY:** 07/03/07 – 07/11/07 (NO LATER THAN 5:00 P.M.)  
**SUPERVISOR:** Kenneth Smithson  
**WORK LOCATION:** 2931 Rufina Street

### GENERAL PURPOSE

Directs the training activities including operator training, mechanic training, safety training, customer service training and professional development for the Transit Division. Facilitates individual and team growth, improves communication channels and increases levels of efficiency and effectiveness by conducting integrated training and development programs that are guided by the Division's customer service focus. Integrates and ties the goals of training to the Division's strategic needs, core competencies and performance expectations.

### SUPERVISION RECEIVED

Works under the general guidance and direction of the Assistant Transit Division Director.

### SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS ( A position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in a position of this class.)

- Manages the development, administration and evaluation of training policies, programs, methods, materials and techniques for the Transit Division.
- Assesses, formulates and develops the Transit Division's specific training requirements into coordinated programs that meet the needs of the Division and its employees.
- Evaluates, selects and manages the services of organizational, managerial and development consultants, as well as outside training vendors. Acts as the liaison between the Transit Division and external training vendors.
- Develops and maintains the Division's training plan.
- Serves as the primary curriculum developer and principal instructor and facilitator for Division training.
- Monitors and evaluates state and national safety legislation and requirements, the Division's Safety, Security and Emergency Preparedness Plan and accident trends to develop needed safety training.
- Coordinates the development and distribution of safety education communications required by OSHA, Risk Management and other state and national regulators.
- Partners with the Human Resources Training Coordinator to provide Division employee access to the City of Santa Fe Training program and Tuition Assistance program; and to eliminate redundant development of communication and training material.
- Prepares and maintains the Division's training budget.
- Attends meetings, seminars and workshops as required.
- And other duties as may be required.

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## MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. A Bachelor's Degree in public or business administration, education, organizational development or related field.  
AND
  - B. Three (3) years of experience in developing and conducting training programs for various employee levels and adult education programs. Transit system experience is desirable.  
OR
  - C. An equivalent combination of education and experience.
2. Knowledge, Skills, and Abilities:

**Considerable knowledge of** training design and development, implementing and developing policies and procedures, training philosophies and methodologies.

**Considerable skill** in planning and organizing training programs; in presenting information in a clear and concise manner, both orally and in writing; and to establish and maintain effective working relationships with staff, public officials and the general public.

**Ability to** develop and conduct training programs for various employee levels; deal tactfully with other employees in identifying and resolving training and related problems and issues; to read, comprehend and analyze complex materials such as scientific reports, reference materials, etc.; and to maintain confidentiality of sensitive material and information.
3. Special Qualifications: None
4. Work Environment: Work is performed primarily in an office setting or classroom environment. Requires close exposure to VDTs, CRTs and UV rays. Requires some exposure to other work environments existing at the Transit Division including, but not limited to, exposure to moving equipment and machinery. May be required to work irregular or extended hours. Requires sitting for extended periods of time and the ability to lift and carry up to 25 pounds.

## **HOW TO APPLY**

Submit a completed City of Santa Fe application to the Human Resources Department, City of Santa Fe, 200 Lincoln, or mail to P.O. Box 909, Santa Fe, New Mexico 87504-0909. Applications become public record upon receipt and may be made available for public inspection upon request. Resumes will not be accepted in lieu of the city application form.

**A COPY OF YOUR HS/GED OR COLLEGE TRANSCRIPT MUST BE ATTACHED TO EACH APPLICATION.  
APPLICATIONS REQUIRING A CDL, A COMPLETED FORM 218, MUST BE ATTACHED TO THE APPLICATION.  
PRE-PLACEMENT PHYSICAL EXAMS ARE REQUIRED.  
EEO/AA**