Human Resources
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Training Manager

JOB CODE	JOB FAMILY	PROFILE
JCM331	**Human Resources**	**Training Manager**
PAY TYPE	PAY RANGE	REVISION DATE
Salary	**$69,451.00 - $109,720.00**	**May 26, 2026**

The Training Manager manages resources and operations for County training programs. Oversees the development, delivery, evaluation, and administration of training activities. Identifies and monitors organizational training needs and implements policies, procedures, and programs to address those needs. Provides professional and administrative services while supervising training staff and initiatives at a management level.

Job Description

DUTIES AND RESPONSIBILITIES

- Plans, organizes, conducts, and evaluates training programs, seminars, and conferences for all levels of County employees.
- Identifies training needs and set goals, objectives, and performance measures aligned with the County's strategic plan.
- Monitors training milestones and goals while managing the approved training budget.
- Reviews, enhances, and updates training programs and materials to improve engagement, learning outcomes, and relevance.
- Identifies gaps in curriculum and update content accordingly.
- Manages access to training resources for employees, supervisors, and management.
- Oversees special training projects, allocates staffing, and manages customer expectations.

- Assesses workforce development needs and creates targeted programs to support staff growth.
- Applies best practices in workforce development, staying informed on current trends and requirements.
- Identifies operational challenges and opportunities where training can improve performance.
- Develops and updates training materials; evaluates the effectiveness of new and existing programs.
- Designs and leads leadership development programs in alignment with County goals.
- Prepares and maintains reports and records on County training activities.
- Conducts training sessions and presentations using audiovisual and computer-assisted tools.
- Manages the County's compliance training program, ensuring all mandatory training is delivered and completed.
- Selects and manages external training providers; coordinates with vendors and third-party organizations.
- Oversees logistics for training sessions, including scheduling, registration, materials, and evaluations.
- Administers and manages the County's training budget.
- Markets training resources to employees and leadership, using various communication strategies.
- Promotes process improvements and implements changes as identified.
- Coordinates and develops internal trainers to maximize County resources.
- Teaches training methods to instructors and supervisors, coach trainers for professional development.
- Evaluates training staff performance and provides timely, constructive feedback.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor's degree in Business Administration, Public Administration, Education, Training, or a related field.
- Six (6) years of professional experience in education, training, or a closely related field, including experience as a trainer in a classroom-style setting.
- Two (2) years of supervisory experience.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Employee performs essential job duties indoors in a temperature-controlled environment.
- Primary work surface is even, dry, and either carpeted or tiled.
- Employee works alone primarily, with or without directions, and works with a group or select team at times.

EQUIPMENT, TOOLS, AND MATERIALS

- Employee uses a telephone, VCR, projectors, calculator, computer, fax machine, and copy machine in the performance of essential job duties.
- Employee handles various forms of paperwork as part of the essential job duties.