Human Resources
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Training Specialist Lead

JOB CODE	JOB FAMILY	PROFILE
JCP317	**Human Resources**	**Training Specialist Lead**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**October 15, 2026**

The Training Specialist Lead performs specialized, professional-level work autonomously within the framework of established policies and standards. This position manages comprehensive training and staff/leadership development programs aligned with organizational goals, applying knowledge of effective teaching methods. Responsibilities include overseeing training project requests, allocating staffing resources, and assisting in the management of the training budget. The Training Specialist Lead collaborates with department management and supervisors to assess training needs, contribute to goal development, and evaluate program effectiveness. Training methods may include performance readiness activities, classroom instruction, demonstrations, meetings, computer-based learning, and workshops. The position operates with minimal supervision, consulting with leadership on complex or unusual issues. Additionally, the Training Specialist Lead serves as a technical team lead, mentoring, coaching, and providing guidance to other Training Specialists and colleagues.

Job Description

DUTIES AND RESPONSIBILITIES

- Plans, develops, delivers, and manages comprehensive training and staff/leadership development programs aligned with departmental or County goals, utilizing methods such as classroom instruction, demonstrations, meetings, computer-based learning, and workshops.
- Oversees complex or specialized training project requests and allocates staffing resources as needed.
- Monitors compliance training to ensure all mandated training is completed in accordance with County policy and applicable laws.

- Researches emerging trends, technologies, and instructional methods to promote continuous learning and knowledge transfer across the organization.
- Develops, organizes, or acquires training manuals, guides, handouts, learning tools, and visual materials.
- Manages internal marketing efforts to promote awareness of available training resources and events.
- Negotiates and schedules courses, workshops, seminars, and other educational opportunities for department use.
- Coordinates logistical and operational details for training sessions, including securing appropriate training locations, materials, supplies, registration, attendance, and certificates.
- Collaborates with external vendors and third-party training providers to arrange employee participation in outside training programs.
- Conducts training and development needs assessments to enhance employee knowledge, skills, and abilities in support of department and County objectives; revises curriculum as needed.
- Consults with department management and supervisors to determine training needs, develop goals, and evaluates the effectiveness of training programs.
- Provides management with monthly or quarterly evaluations of training initiatives.
- Assesses training needs and outcomes through surveys, employee interviews, observation, and consultation with management.
- Mentors and coaches lower-level staff and colleagues, providing guidance and support for departmental initiatives.
- Prepares, analyzes, and maintains records and reports that track progress toward departmental training goals.
- Handles sensitive and confidential records, plans, documents, or decisions with discretion and in accordance with confidentiality requirements.
- Performs other job-related duties as assigned; the specific allocation of responsibilities may vary based on department needs and time spent on each function.
- ***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 Education, Business Management, Public Administration, Organizational Training and Development, or related field.
- Five (5) years of work experience as an adult educator, facilitator, or trainer in an adult learning establishment, organizational development environment, or instructional systems design.

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

- Essential job duties are performed indoors in temperature temperature-controlled environment.
- The primary work surface is an even, dry, carpeted, tiled, or concrete floor.
- Employee works with a select team without direct supervision, and at times may work with a large group of people.

EQUIPMENT, TOOLS, AND MATERIALS

- Telephone, projectors, audio visual equipment, calculator, computer, printer, plotter, and copy machine are used in the performance of essential job duties.
- Various forms of paperwork are handled in the performance of essential job duties.