Human Resources
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Training Supervisor

JOB CODE	JOB FAMILY	PROFILE
JCM218	**Human Resources**	**Training Supervisor**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**October 15, 2026**

The Training Supervisor researches, designs, develops, promotes, coordinates, conducts, evaluates, administers, and maintains adult training programs and compliance training. Assignments are broad in nature and require initiative, originality, ingenuity, and sound judgment in business consultations. Training methods include performance readiness activities, classroom instruction, on-the-job training, e-learning, and virtual learning platforms. Works with minimal supervision, conferring with supervisors on unusual or complex matters. Provides professional and administrative services as directed.

Job Description

DUTIES AND RESPONSIBILITIES

- Researches, plans, organizes, and conducts training programs, seminars, and conferences for all levels of County personnel.
- Identifies and sets meaningful training goals, objectives, and performance measures aligned with the County strategic plan.
- Ensures training milestones and goals are met while adhering to the approved training budget.
- Reviews existing training programs and suggests enhancements to improve engagement, learning, and retention, or to meet changing organizational needs.
- Identifies and addresses gaps in training curriculum.
- Ensures training materials and programs are current, accurate, and effective.

- Manages training resources and ensures accessibility for County employees, supervisors, and management.
- Oversees special training project requests, allocates staffing resources, and manages customer expectations.
- Assesses employee training needs and develops relevant programs.
- Applies workforce development principles, practices, and methods.
- Stays informed of innovative trends, new methods, and emerging training requirements.
- Identifies challenges and opportunities—such as operational changes—that training can address.
- Writes materials for new training programs and reviews, evaluates, and modifies existing ones.
- Develops and conducts leadership development programs aligned with County goals.
- Prepares, analyzes, and maintains reports and records related to training activities.
- Conducts training sessions using audiovisual and computer-assisted presentation tools.
- Manages the County's compliance training program to ensure all mandated training is completed as required by policy or law.
- Manages the selection of service providers for ongoing training programs.
- Collaborates with vendors and third-party providers to arrange employee registration for external training.
- Oversees logistics for training sessions including scheduling, announcements, enrollment, evaluations, certificates, and technology.
- Administers and manages the County training budget.
- Implements innovative strategies to market training resources and responds to the needs of employees, supervisors, and managers.
- Develops and manages all marketing efforts to raise awareness of training opportunities.
- Promotes process improvement and implements identified changes.
- Coordinates and develops internal trainers to maximize existing County resources.
- Teaches training methods and facilitation skills to instructors and supervisors.
- Evaluates training staff effectiveness; coaches and develops trainer capabilities.
- Conducts timely and constructive performance evaluations.
- Performs other job-related duties as required or assigned.
- ***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

- High School Diploma or GED.
- Seven (7) years of work experience in professional program management, social services, or health care.
- One (1) year of experience in a supervisory role.

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.