

**HOMELAND SECURITY TRAINING AND EXERCISE COORDINATOR****Nature of Work**

Under general supervision, performs full-performance level work in the development and presentation of training courses and programs related to homeland security and emergency management. Coordinates and schedules training of personnel performing homeland security functions to comply with state and federal requirements. Organizes, plans, executes, controls, and evaluates training and exercise programs on a statewide basis. Work includes preparation of curriculum, designing participant manuals, collecting and reviewing videos and other source materials, conducting/facilitating training seminars and other processes in various settings. Designs course methodologies, arranges for training location, secures equipment supplies, and evaluates training impact. Some travel is required. Performs related work as required.

**Examples of Work**

Determines employee/agency training and development needs through surveys, interviews, or other sources; consults with agency managers on the identification of training needs and the development of courses of instruction to meet such needs; reviews and analyzes special requests for training courses and professional development.

Researches and collects information and materials to be used in conducting and/or facilitating training, meetings or seminars to include lesson plans, training guides, participant manuals, videos, slides and other materials.

Schedules and coordinates training classes, workshops, seminars, conferences or meetings; coordinates the training of personnel who will carry out response and recovery functions relating to the assigned program(s).

Provides training and organizational development in the goals and objectives of the state strategy in relation to the first responder missions.

Oversees the development and delivery of training and exercises to Regional Response Teams and state and local agencies related to the assigned area; assists in the development and delivery of required training and exercises.

Determines cost effective training strategies.

Maintains updated training and exercise records for homeland security and emergency responders, statewide homeland security exercises, and others as required.

**HOMELAND SECURITY TRAINING AND EXERCISE COORDINATOR (CONT'D)****Knowledge, Skills and Abilities**

Knowledge of the principles of employee training and adult education.

Knowledge of curriculum assessment and development.

Knowledge of the principles, practices, and techniques of employee training including methodology of determining and developing training needs and goals, alternative training methods, curriculum outlines and materials, training and teaching resources, and assessment of results.

Ability to conduct needs assessments in the evaluation of training and organization development needs.

Ability to develop and/or secure training and teaching resources.

Ability to use video, audio and other types of equipment to present classroom training.

Ability to establish and maintain effective working relationships with others.

Ability to prepare, present and coordinate complex training exercises related to homeland security and emergency responders and state and local agencies in the areas of assignment.

**Minimum Qualifications**

**Training:** Bachelor's degree from a regionally accredited four year college or university.

**Substitution:** 1) Associate's degree from a regionally accredited college or university plus two additional years, than listed below, of full-time or equivalent part-time paid experience in adult training or classroom teaching that includes managing a personnel training budget. **OR** 2) Additional experience as described below may be substituted for the training on a year-for-year basis.

**Experience:** Two years of full-time or equivalent part-time paid experience in adult training or classroom teaching that includes managing a personnel training budget.

**Special Requirement:** This is a security sensitive position. Applicants must successfully complete a background investigation and submit to a drug screening as a condition of employment.

Established: 8/18/05  
 Revised: 7/25/07, 7/9/08  
 Effective: 7/9/08