

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
DAFS Transportation Service Center
DIRECT HIRE CAREER OPPORTUNITY BULLETIN



Staff Development Specialist IV

Bulletin # 13-13

CODE: 4072 RANGE: 22 (Professional/Technical) \$34,091.20 –
\$46,217.60/yr.

Value of State-paid Health & Dental Insurance \$341.08 bi-weekly:
Greater than \$30,000.00 or equal to \$79,999.00 – 10% Employee
Value of State's share of employee's retirement: 11.54 % of pay.

OPENING DATE: 02/15/13 CLOSING DATE: 03/04/13 POS # 02500-1911

JOB DESCRIPTION: The DAFS Service Center is seeking a high energy, innovative person who can relate to all levels of the diverse population at the Department of Transportation. In this professional services position, the successful candidate will develop and administer staff development training programs and courses of instruction in a Department which understands the importance of training, and its role in creating an efficient and effective work force. Responsibilities include discussing and evaluating training needs with managers and agency training groups to determine the best course of action in the delivery of training to adult groups in order to meet the Department's training needs in a variety of areas; contacting selected trainers to arrange dates, times, and locations of training; reviewing and evaluating contracted training proposals and programs, including authorizing payment of training service invoices; and maintaining and updating employee training records. This position requires excellent oral and written communication, interpersonal and interactive skills with individuals and in groups, including group facilitation skills, and the demonstrated ability to help management use training to develop employees in an environment with a focus on integrity, competence and service. This position will work under limited supervision, and will include statewide travel.

MINIMUM QUALIFICATIONS: A Bachelor's Degree in Human Resource Development, a Social Science, Business/Public Administration, or related field and two (2) years staff development experience to include assessing training needs, developing training curricula, and implementing training programs for adults. Equivalent experience may be substituted for education on a year-for-year basis.

SELECTION PROCESS: Applicants must submit a letter of interest, current resume, and completed Direct Hire application, to: Lisa McGrotty, DAFS Transportation Service Center, Human Resources, #16 State House Station, Augusta, ME 04333-0016, no later than **March 4, 2013**. Internal transfers (those already in the above classification) who are interested in an interview may contact **Lisa McGrotty 624-3070** to be interviewed along with certified candidates. Applications are available by calling (207) 624-3050 and on the MDOT website: www.maine.gov/mdot.

The Department of Administrative & Financial Services is an Equal Opportunity/Affirmative Action employer. We provide reasonable accommodations to qualified individuals with disabilities upon request.