



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

TRAINING ASSISTANT III

Group-Section: Various	FLSA Status: Non-Exempt Bargaining Unit: ACE	Salary Grade: 38 Job Code #: VC12
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JOB SUMMARY

This is the journey level performing Training Assistant III job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and use judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

OVERSIGHT

Supervision Received: Receives direction from the Team, Unit, Section, Assistant Group, or Group Manager.

Supervision Given: May act as a lead. May Coordinate and review work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Supports delivery of training in one or more areas of training content by scheduling sessions, registering students, and completing training records.
2. Supports training coordinators; provides training and guidance, problem solving and customer service.
3. Performs data entry functions; maintains, inputs, corrects and updates data; verifies data for accuracy and completeness.
4. Prepares standard and ad hoc reports.
5. Schedules training rooms at various facilities.
6. Designs and prepares electronic documents, training announcements and reminders.
7. Prepares program materials and support documents.
8. Ensures that vendor performance meets standards and adheres to overall company policies and procedures.

9. Supports the effective administration of training processes and policies.
10. Maintains training resources, ordering of supplies and the distributing and recording items from the training library.
11. Prepares files and maintains filing of all rosters, course curriculum and related documents.
12. Performs other related job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: A high school diploma or general education test (GED) and six years of relevant experience; or Associate's Degree from an accredited college or university in a related field and four years of relevant experience; or Bachelor's Degree from an accredited college or university in a related field and two years of relevant experience; or two years in a MWD Administrative Assistant II classification.

Required Knowledge of: Basic principles and procedures of data entry and record keeping; English usage, spelling, grammar and punctuation; current office procedures, methods and equipment including phones, copiers, computers, and audio/visual equipment.

Required Skills and Abilities to: Perform a variety of routine administrative support duties; research, collect and compile training information; maintain comprehensive records, file, logs, listings and related data; assist in preparing and reviewing a variety of documents for accuracy and completeness; understand and follow verbal and written instructions, communicate clearly and concisely, both verbally and in writing; operate office equipment including computers and supporting word processing and spreadsheet applications; establish and maintain collaborative working relationships with all levels within the organization; strong customer service skills.

Certificates, Licenses and Registrations Requirements:

- Valid California Class C Driver License that allows you to drive in the course of your employment.

Desirable Qualifications

None

PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Job Title: Training Assistant III

Job Code: VC12

Adopted: 10/27/08

Effective: 06/30/19

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Supersedes: 01/2010

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Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements.

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.