

PROGRAM ADMINISTRATOR (HOSPITAL TRAINING)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Personnel Director - Hospitals, an incumbent of this class is responsible for the development, coordination and implementation of staff development and training programs which will enable employees of the Westchester County Medical Center to participate individually and in groups to enhance their knowledge and skills. In addition, this class provides staff support to the Personnel Director - Hospitals in programs designed to improve employee productivity and morale. Supervision may be exercised over a number of professional and clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates all training activities of the department;

Conducts the preparation and implementation of a formalized orientation program for staff newly appointed to the department;

Identifies training needs through observation of operations and discussions with division directors;

Confers with management and administrative level staff in ordering of priorities for staff development consistent with department needs and county, state and federal requirements;

Coordinates training with County Personnel Office training and development staff to insure consistent effort, better utilization of resources, avoidance of duplication and better financial administration of program;

Prepares informational brochures and other literature for conferences, seminars and institutes and insures distribution of same;

Assists in developing a program of evaluation of staff to determine training needs and to utilize as a supervisory tool for staff development and supervisory training;

Conducts special studies and makes reports as required;

Researches various sources in order to develop and conduct training programs;

Attends seminars and conferences on innovative personnel and management techniques in order to keep abreast of new concepts and develop training methods;

Assists department managers and supervisors in developing on-the-job training procedures and courses to correct problems or to familiarize staff with new programs, policies or procedures;

Participates in the development and conduct of programs aimed at increasing productivity.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the theory, principles and techniques of management, staff development and training; ability to plan and implement training programs including course outlines and lesson plans; ability to evaluate the effectiveness of training programs; ability to prepare detailed written reports and procedures; good verbal skills; initiative; resourcefulness; neat appearance; tact; good judgment; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree* and either (a) six years personnel experience including two years of training and development experience, and one year of supervisory experience in a hospital; or (b) a Master's Degree* in Public Administration, Personnel Administration or Business Administration and five years of personnel experience which must have included the specialized experience and supervisory experience stated in (a) or (c) any satisfactory equivalent combination of the foregoing training and experience.