

Job Opportunities

Training Technician II

Application Process

Click on the title below to review minimum qualifications:

[TRAINING TECHNICIAN II](#)

To Apply:

Send Resume and/or other materials as directed under Contact Information.

[EASe Application](#)

Contact Information

Gail Wolken

2302 Militia Drive

Jefferson City, MO 65102

Gail.Wolken@sema.dps.mo.gov

Phone: (573) 526-9109

Fax: (573) 526-9194

Additional Information:

To indicate your interest in this vacancy, please submit a copy of your resume and transcripts to Human Resources, State Emergency Management Agency, P.O. Box 116, Jefferson City, MO 65102. You may also send these materials to fiscalhr@sema.dps.mo.gov. Responses received after February 22nd will not be considered.

Agency Website Link:

<http://sema.dps.mo.gov/about/employment.php>;

Job Posting Number:

15420

Opening Date:

2/11/2019

Closing Date:

2/22/2019

Vacancies:

1

Agency:

Public Safety

Location:

2302 Militia Drive

County:

COLE

City:

Jefferson City

State:

MO

Zip Code:

65102

Job Type:

Full-Time

Shift:

Day

Salary Range:

\$40,408.08 - \$42,700.08 Annual

Job Description:

The State Emergency Management Agency has an immediate opening for a Training Technician II in the Training and Exercise Unit.

Duties and Responsibilities:

- Responsible for planning, scheduling and developing training and educational sessions for emergency preparedness activities as outlined in the following grants:
 - o Hospital Preparedness Program
 - o Public Health Emergency Preparedness
 - o Emergency Management Performance Grant

o Homeland Security Grant Program

- This position will serve as a Emergency Management Training Officer for Missouri.
- Responsible for curriculum development for requested public health and/or medical trainings with subject matter expertise assistance, responsible to facilitate that subject matter expertise engagement.
- Coordinate and liaison with the regional coordinators on local training offerings.
- Responsible to liaison and plan with public health, healthcare coalition and medical partners to assure trainings address necessary elements.
- Serve as a team member with state-level public health and healthcare partners to conceptualize and implement a progressive, sustainable competency-based training program.
- Contribute to the multi-year training and exercise plan. Coordinate the public health and medical components of the multi-year training and exercise plan.
- Support our emergency response systems through training.
- Follow up with registered course attendees to ensure they have needed information and materials.
- Other duties as assigned.

The position involves travel within the state, with some overnight travel, and occasional out-of-state travel. Hours are typically 7:30 – 4:30 pm, Monday - Friday; overtime may be required during exercises/drills or during time of emergencies.

Applicants will be evaluated based on the following criteria:

1. Experience working with learning management and registration systems.
2. Project management experience.
3. Strong organizational skills and attention to detail
4. Experience conducting or coordinating trainings and emergency exercises.

Preferred experience with conducting or coordinating public health, medical or other healthcare trainings.

Qualifications:

One or more years of experience as a Training Technician I with the Missouri Uniform Classification and Pay System.

OR

A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Education, Business or Public Administration, the social sciences, or a closely related field; and,

Two or more years of professional supervisory experience with the Missouri Uniform Classification and Pay System. (24 earned graduate credit hours from an accredited college or university in the specified areas may substitute for one year of the required experience.)

(Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the required education.)

OR

A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Education, Business or Public Administration, the social sciences, or a closely related field; and,

Two or more years of professional or technical experience in a business, governmental, or military setting, where the primary duties involved formal classroom training, training course design and development, and/or curriculum planning; professional teaching experience at the high school level or above; and/or educational administration involving responsibility for curriculum planning and the supervision of teaching staff.

(24 earned graduate credit hours from an accredited college or university in the specified areas may substitute for one year of the required experience.)

(Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the required education.)