

# SNOHOMISH COUNTY JOB DESCRIPTION

## INSTRUCTIONAL DESIGNER

Spec No. 6376

### BASIC FUNCTION

Develops and maintains a web-based training program that includes developing curricula, measuring training effectiveness, conducting needs assessments and administering the Learning Management System (LMS).

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Acts as main point of contact for the county's software and services contractor for online elearning systems; maintains the master contract and assists with writing amendments to the contract; conducts regular meetings with the vendor for maintenance, trouble shooting, and new releases.
2. Designs and develops training curriculum, including workplace compliance courses for online and blended learning environments.
3. Maintains programs, records and users within the system including organizing and scheduling classes, producing reports, rosters and e-mail notifications.
4. Responds to Public Records Requests (PRR); monitors response due dates; coordinates communications with requestors, other departments and offices, Public Records Officer and Prosecuting Attorney's office as needed; assembles and redacts documents for disclosure.
5. Assists and trains departments in designing, developing and uploading on-line classes within system.
6. Conducts training needs analysis to gather information and target web-based training for all county departments.
7. Assists Training Program Administrator in developing a web-based training project work plan; assists with training budget.
8. Identifies and recommends training resources found in on-line system to various departments for department specific training requests.
9. Evaluates effectiveness of training efforts via on-line course evaluations and employee surveys; recommends and implements improvements.
10. Provides technical assistance to employees in resolving technical issues related to accessing the LMS and course content; works with vendor to resolve issues.
11. Promotes training program through publications of newsletters, seminars announcements, memorandums, e-mail, intranet and internet.

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### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

12. Maintains confidentiality of all personnel, payroll, accounting and finance records and reports along with any other records, reports and/or information deemed to be sensitive in nature.
13. Assists with Human Resources Information Systems (HRIS) data entry and retrieval.
14. Maintains intranet and internet pages for department.

### STATEMENT OF OTHER JOB DUTIES

15. May assist in design and development of classroom trainings and curricula.
16. Performs related duties as required.

### MINIMUM QUALIFICATIONS

Two years of education in training, organizational development, instructional design, human resources management or related field; AND, two (2) years on-the-job experience in web-based instructional design; OR, four (4) years of on-the-job experience in instructional design; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### SPECIAL REQUIREMENTS:

- Must sign a confidentiality agreement as a condition of employment.
- A valid Washington State driver's license is required.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- sources of web based training and training materials
- proven instructional design methodologies
- common barriers to effective web based training
- web based training methods and procedures
- techniques and strategies in conducting needs and task analysis
- personnel records disclosure and confidentiality rules
- adult learning theory and principles
- interpersonal communications, group process and facilitation skills
- excellent oral and written communication skills
- program planning skills

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### KNOWLEDGE AND ABILITIES (Continued)

- effectively communicating a broad amount of information to a wide variety of audiences

Ability to:

- design, develop and implement interactive web-based courses using proven instructional design methodologies
- prepare clear and concise correspondence, charts, graphs, memoranda and other written materials
- establish and maintain effective work relationships with elected officials, management staff, employees and the general public
- communicate effectively both orally and in writing
- organize tasks and work in a team environment
- plan and organize work with minimal supervision
- maintain accurate records
- interpret and apply oral and written instructions

### SUPERVISION

The employee receives general direction from an administrative superior. The work is performed with considerable independence and is reviewed through meetings, status reports, and results obtained.

### WORKING CONDITIONS

The work is performed in the usual office environment with trips to work sites throughout the county.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 2015  
EEO Category: 5 - Paraprofessionals  
Pay Grade: 240 – Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous