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# Example of Workforce Development Specialist Job Description

Our company is growing rapidly and is looking for a workforce development specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for workforce development specialist

* Teach all mine safety and operations classes
* Teach maintenance classes on request
* Recruit new business
* Provides planning and implementation of all schedules for instructors and students
* Provides instruction to students in both theory and practice
* Ensures compliance of safety standards by instructors and students
* Order/requisition supplies and equipment on an as needed basis
* Coordinates the design, development, marketing, and delivery of CDL training programs to business and industry
* Develop and maintain relationships with the transportation industry at regional, state and national level
* Provide database and spreadsheet support to the College's Advisory Committee Reform and Revitalization Initiative and the maintenance of the State of Arizona Eligible Training Provider List (ETPL)

## Qualifications for workforce development specialist

* Minimum three years’ experience working in higher education or customer service environment
* Preferred experience with Quick Books, Colleague, Microsoft Office Suite, GroupWise and Image Now
* May be subject to criminal and credit background investigation
* A minimum of 10 years related experience to include establishing training needs, developing goals and objectives, and developing training programs
* Must be proficient with Microsoft Office - MS Word, Excel, PowerPoint and Outlook
* Must have excellent data-gathering, analytical, and problem-solving skills