



MISSOURI PUBLIC SERVICE COMMISSION

JOB OPPORTUNITY

STAFF DEVELOPMENT TRAINING SPECIALIST

The Missouri Public Service Commission is seeking to fill a Staff Development Training Specialist position with an outgoing, self-directed, organized, energetic individual who enjoys interacting with a diverse range of contacts.

Duties include research, development, scheduling, and delivery of all non-technical training to Commission staff; coordinating delivery of technical training in conjunction with technical staff; development and implementation of training materials; and coordination and participation in career fairs and other recruitment and networking events. Duties also include coordination of diversity, equity, and inclusion activity in the workplace and may include serving as the Commission representative for external organizations. The position is located in Jefferson City, with some in and out-of-state travel required.

QUALIFICATIONS: Bachelor's degree from an accredited college or university and 2-4 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. Experience may be substituted for education. Working knowledge of personal computers and related software, excellent written and oral communication skills, interpersonal skills, and organization skills is required. Must have the ability to effectively interact with diverse audiences.

Starting salary will be commensurate with education and experience. The annual starting salary range is \$53,186 to \$56,927 plus benefits. Benefits include 13 paid holidays annually, 10 hours paid sick and vacation time each month, potential telecommuting options, flexible work schedules, physical fitness opportunities, and tuition reimbursement. The position also offers optional life, medical, dental and vision coverage, and the state employee pension plan. To be considered for this position, send an application, resume, a copy of each transcript from all colleges/universities attended, and a short training curriculum sample by 5:00 pm **June 2, 2023** to the Missouri Public Service Commission, **Reference #AD010623**, P.O. Box 360, Jefferson City, MO 65102 or via e-mail to pscjobs@psc.mo.gov. For additional information, visit <http://mocarriers.mo.gov/psc> or [http://psc.mo.gov/General/Career Opportunities](http://psc.mo.gov/General/Career_Opportunities).

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