JOB DESCRIPTION

Job Title: Training Manager Specialist

No of openings: 1

Location: Luke AFB

**MINIMUM QUALIFICATIONS**

**Education:** Bachelor’s degree in Computer Science or Business or similar field. A minimum of five (5) years’ of military training may be substituted for the educational requirement.

**Certification:** Possess the DoD 8570 Approved Baseline Certification (or the ability to obtain certification within three (3) months of hire date).

**Training and Experience:** Minimum of two (2) years of Microsoft Structured Query Language (SQL) programming. Minimum of two (2) years’ experience with Report Writing Software. Proficient with the full extent of SQL Server Reporting Services (SSRS) and it’s reporting capabilities. Minimum of one (1) year programming experience with HTML, ASP, VBScript, JavaScript.

**Desired Qualifications:** Proficient in Graduate Training Management Systems (GTIMS).Microsoft SQL Server 2008 TSQL programming knowledge. Experience with MS SQL Server 2008 SSRS and SSIS. Knowledge of Data Warehousing and Reporting Software Tools (SQL Server).

**General Skills:** Possess excellent interpersonal and oral communication skills; handle multiple tasks; flexible in work assignments; and work with little to no supervision. Ability to interface with customer. Excellent written skills, in English, for writing to technical and non-technical users.

**Computer Skills:** Proficient in Microsoft Word, Excel, and Outlook.

**Security Clearance:** Must currently possess a “Secret” security clearance.

**DUTIES AND RESPONSIBILITIES**

* Development of report documentation and consistent practices across reporting.
* Development of data monitoring and trend reporting reports.
* Act as ‘Help Desk” for user inquiries.
* Provide GTIMS familiarization and user training for designated personnel.
* Create and disseminate GTIMS training products.
* Manage GTIMS user access.
* Test program updates for operability prior to installation on production servers.
* Ensure compliance with technical data, instructions and work standards.
* Manage or perform research and development projects for assigned systems.
* Report security incidents and execute corrective security procedures.
* Perform other incidental and related duties as required and assigned.