



IT Technical Trainer (Library)

Chattanooga, TN, United States (On-site)

 **BE THE FIRST TO APPLY**

JOB DESCRIPTION

Join the City of Chattanooga Team

Chattanooga, a vibrant and growing community of over 190,000 residents within a metropolitan area of nearly 600,000 is known as the "Scenic City" for a reason. Nestled along the Tennessee River and surrounded by the foothills of the Appalachian Mountains, we are a hub of outdoor adventure and innovation. Home to the **University of Tennessee at Chattanooga (UTC)** and **Chattanooga State Community College**, our city blends a rich industrial history with a tech-forward future—famously powered by the nation's first community-wide "Gig" fiber-optic network. The City of Chattanooga was also recently designated as a "National Park City," the first of its kind in the United States.

Our Organization

As a City, we are powered by a dedicated workforce of approximately **2,600 employees** committed to excellence in public service and making Chattanooga the best community in the country. Our team ensures our city thrives through a wide range of municipal services, including:

- **Public Safety:** Chattanooga Police and Fire Departments.

- **Infrastructure & Utilities:** Public Works, Waste Resources, and specialized Stormwater management.
- **Quality of Life:** Award-winning Parks and Outdoors and Community Development systems and the Chattanooga Public Library.
- **Transportation:** The Chattanooga Metropolitan Airport (CHA) and citywide transit and pedestrian friendly initiatives.
- **Innovation:** Leading-edge smart-city programs with a commitment to cutting edge workforce development policies to ensure all our residents can get ahead.

Why Choose Chattanooga?

The City of Chattanooga's workforce is the heartbeat of our community. We don't just offer jobs; we offer careers with purpose: making Chattanooga the best city in America. We are committed to being the **premier employer of choice** in Southeast Tennessee by providing:

- **Competitive Compensation:** Robust pay scales that reflect our commitment to our staff.
- **Work-Life Balance:** Generous paid time off and flexible scheduling where possible.
- **Exceptional Wellness:** Comprehensive health benefits and wellness programs designed for you and your family that deliver savings to you beyond your paycheck, featuring a centralized health clinic and pharmacy for all City employees. .
- **Growth:** A focus on professional development and upward mobility within the organization.
- **The Great Outdoors: Your Backyard Playground:** Chattanooga isn't just near nature, it's immersed in it. As one of the most biodiverse cities in North America, the "Scenic City" offers an ecological richness that few places on earth can claim. Whether you are an adrenaline junkie or a weekend wanderer, world-class adventure is always less than an hour away.
- **Vertical Adventures:** Scale legendary sandstone cliffs in what is widely considered the **premier rock climbing hub** of the Southeast.

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- **Water & Rapids:** From the high-octane **whitewater kayaking** of the Ocoee River to world-class **bass fishing** and peaceful paddling on the Tennessee River.
- **Trails for Miles:** Explore a massive network of **mountain biking** and **hiking trails** that wind through lush ridges, hidden waterfalls, and deep river gorges.

In Chattanooga, "work-life balance" means you can finish your shift and be at a trailhead or on the water before the sun sets.

Our mission is to work together to build a safe, vibrant, and sustainable city for all Chattanoogaans. To do that, it takes a team of skilled and passionate individuals. So, if you'd like to call Chattanooga home – or maybe you already do! – and want to further your career through meaningful work that makes a true impact where you live, we'd love to talk to you.

Salary: \$56,187-\$67,880 (GS.10)

Work Hours: Monday - Friday, 8:00 A.M. - 4:30 P.M. (EST)

Hours may vary due to work assignments or projects.

Work Location: Library Downtown Branch

FLSA Status: This is an **Exempt** position.

Department: Library

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for preparing, conducting, and evaluating technical training programs. Writes literature and materials to be used in software training programs and designs exercises to enhance lectures. Conducts technical training classes regarding general computer systems (Microsoft Office, Google Apps, etc.) and internally developed software and systems. Works under limited supervision.

SERIES LEVEL:

This is a stand alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Confers with managers and supervisors to gain knowledge of work situations requiring computer training for employees.

Formulates teaching outlines and determines instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops.

Selects and/or develops computer teaching aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works.

Conducts training sessions covering specific areas of departmental computer operations including computers and software.

Maintains records and prepares statistical reports to evaluate the performance and progress of departmental employees under guidance during training periods.

Compiles data and analyzes past and current computer training requirements to prepare budgets and justify funds requested.

Coordinates established computer training courses with technical and professional computer training courses offered through community resources.

Screens, tests, counsels, and recommends departmental employees for participation in internal and/or external computer education and training programs.

Keeps informed on new developments, methods, and techniques in the computer training field.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

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Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited university or college in Information Systems, Business Administration, Education or related field and three (3) years experience in technical computer training; or any combination of equivalent experience and education that provides the knowledge, skills, and abilities to successfully perform the essential functions of the position.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

KNOWLEDGE AND SKILLS:

PHYSICAL DEMANDS:

Positions in this class typically require: reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

SUPPLEMENTAL INFORMATION:

This position requires pre-employment screening(s) that include: background check

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans

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with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

JES 3.26.25

260523 - KF/MF

APPLY NOW

JOB INFO

Job Identification	260523
Job Category	IT and Computers
Posting Date	07/01/2026, 04:23 PM
Apply Before	07/09/2026, 11:55 PM
Job Schedule	Full time
Locations	 1001 Broad St, Chattanooga, TN, 37402, US (On-site)



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