



Commercial Vehicle Safety Alliance

Improving commercial motor vehicle safety and enforcement

LEARNING MANAGEMENT SYSTEM SPECIALIST JOB DESCRIPTION

REPORTS TO: Director of Training Services

CLASSIFICATION: Exempt/Full-Time

REVISION DATE: February 2025

SALARY RANGE: \$70,000-\$85,000

BENEFITS OFFERED: Health Insurance, Dental, Vision, Life Insurance, Short-Term Disability, Long-Term Disability, Workers' Compensation, Paid Time Off, Paid Sick Leave, Paid Holidays, 401(k), Continuing Education and Professional Development

SUMMARY

The learning management system specialist supports the director of training services with the Commercial Vehicle Safety Alliance's (CVSA) commercial motor vehicle learning management system initiatives for CVSA-certified and non-CVSA-certified enforcement personnel and industry members. This position works closely with another learning management specialist, a certification coordinator and a training coordinator, and will be required to assist team members when needed. This position supports the needs of the membership by providing quality services as the Alliance strives to implement the organization's strategic initiatives.

ESSENTIAL JOB FUNCTIONS

The following list of duties is not exhaustive. CVSA may also outline additional responsibilities that are not included in this job description.

- Oversee the development and maintenance of the Alliance's learning management system
- Create and modify course configurations, assignments of roles, securities and permissions; manage users and user/learning groups and course assignments; and monitor internal system notifications
- Create and maintain processes to track participants, address technical issues and receive feedback
- Prepare reports for monitoring and evaluating course and program effectiveness
- Produce rich interactive presentation products, including illustrations, graphics and video-motion graphics for long-format video productions, virtual course materials, electronic conferencing presentations, infographics and other applications, as needed
- Research and recommend software, content creation and interactive media
- Support the Alliance's multimedia needs
- Develop training videos and digital media in support of program objectives
- Promote a uniform application of roadside inspection, enforcement and safety programs
- Provide expertise, technical support and training coordination to the membership in upgrading programs to ensure uniformity, reciprocity and compatibility of enforcement activities
- Promote technology applications that serve to increase safety, efficiency and crash reduction
- Assist CVSA leadership on collaborative projects to set overall organizational policies and priorities

- Assist the organization with the completion of deliverables under contracts, grants and cooperative agreements with the U.S. Department of Transportation and the U.S. Department of Energy

SUPERVISORY RESPONSIBILITIES

This position may involve the direct or indirect management of other employees. This position may be responsible for selecting and overseeing external contractors and vendors that provide services related to the development and implementation of the Alliance's programs and services.

MINIMUM REQUIREMENTS

- Bachelor's degree from an accredited college or university, or equivalent combination of education and related experience
- Several years of experience with various e-learning platforms and virtual web-based applications
- Several years of experience with multimedia development for in-person and virtual audiences
- Several years of experience managing a learning management system
- Several years of experience handling responsibilities comparable to those outlined above
- Program and project-management experience, including planning, organizing, communicating and implementing results
- Available for national and international travel

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge and understanding of instructional teaching techniques
- Works well within a team environment and independently
- Ability to build consensus and cooperation among stakeholders with competing interests
- Problem-solving skills with the ability to make sound, prudent decisions
- Ability to meet deadlines for assigned deliverables
- Ability to provide exceptional customer service to members and stakeholders
- Ability to continuously demonstrate exceptional verbal, written, listening and interpersonal skills
- Ability to develop and maintain professional internal and external relationships
- Strong organizational skills, superior attention to detail and self-motivation
- Ability to work in a fast-paced, evolving environment

WORKING CONDITIONS

This position is D.C. based, and the selected applicant will be required to work from the office three days a week.

The position requires periodic work outside of normal business hours, as well as travel during and outside of normal business hours.

The physical demands described here are representative of those that must be met by an employee to safely and successfully perform the essential functions of this job consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.

Persons with mental and physical disabilities as defined by the Americans with Disabilities Act are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodations are made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible for this position.

EMPLOYEE ACKNOWLEDGEMENT

By signing below, I am certifying that I have read the above job description and understand the requirements, essential functions and duties of the position. I understand that this job description is designed to be an overview of the position and is not intended to be a comprehensive list of all responsibilities and requirements. I also understand that this job description may be amended or changed at any time and for any reason.

EMPLOYEE NAME: _____

EMPLOYEE SIGNATURE: _____ **DATE:** _____

The Commercial Vehicle Safety Alliance provides equal employment opportunity to all employees and applicants for employment. We prohibit discrimination and harassment of any type without regard to race, color, genetic information, religion, creed, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, citizenship status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, disability status, protected veteran status, or any other characteristic protected under applicable federal, state or local law.