

ADULT LITERACY PROGRAM COORDINATOR

DEFINITION

Under general direction, plans, implements, coordinates, promotes, supervises and evaluates the overall operation of the Library's Adult Literacy Program.

DISTINGUISHING CHARACTERISTICS

This class is characterized by the responsibility for the administration and operation of the Library's Adult Literacy Program.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed and some assigned duties may not be listed below. Marginal duties are those which are non-essential job functions for this class.

1. Plans, organizes and directs the operation of the Program; develops and implements a plan for evaluating the Program.
2. Coordinates recruitment of tutors and students; oversees matching of tutors and students; provides workshops and training for tutors.
3. Manages Program funds under the direction of the City Librarian and prepares financial and other reports as required by the State grant and the City.
4. Works with the community to develop a diversified financial base that includes in-kind contributions as well as funds from local sources; writes grant proposals to ensure funding for program continuation.
5. Develops publicity campaign strategies; works actively with community groups in the promotion of the Program through the preparation of suitable public relations materials to attract adult learners and tutors; speaks to community groups about literacy issues.
6. May participate in the selection of all Program staff, supervises all Program staff.
7. Provides workshops for library staff to inform them about the Program.
8. Establishes a literacy coalition; attends and participates in coalition meetings to ensure that a coordinated plan of literacy activities is carried out.

EMPLOYMENT STANDARDS

Education and/or Experience

Bachelor's degree in education, administration, library science, social or behavioral science or a closely related fields; or a combination of education and experience equivalent to graduation from college in one of the above majors; plus one year experience in community programs as a coordinator, program developer or community resource person that demonstrates possession of, and competency in, requisite knowledge and abilities.

Knowledge of:

Program planning, development, implementation and evaluation; principles of supervision; and budgetary and grant practices and procedures.

Ability to:

Plan, organize, implement and evaluate a literacy program; supervise, advise, consult with and train the work of Program staff and tutors; establish and maintain effective working relations with the library staff, members of the community, volunteers, students and staff working in the Program, other City departments and other literacy programs; develop and conduct training programs; project consequences of decisions; acquire alternate funding sources to maintain and expand the Program; work well with a diverse population; work a flexible schedule; communicate clearly and concisely both orally and in writing; make effective public presentations; make decisions and independent judgments; collect and analyze data to establish/identify needs and evaluate program effectiveness; prepare operational and statistical reports; use a computer; and manage a budget.

Special Requirements

Possession of a valid Class "C" California Driver's License at time of appointment is required.

Physical Demands

Sitting, standing, walking, some stooping, and bending; dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects up to 25 lbs. such as files, stacks of paper and other reference materials; strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis; moving from place to place within the office; some reaching for items below and above desk level.

WORKING CONDITIONS

Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. Video display terminal is used on a daily basis. Independent travel throughout the City is required.

Date Adopted: October 3, 2000