

AMADOR COUNTY  
FLSA: COVERED  
EEO: 6

## **LIBRARY LITERACY PROGRAM ASSISTANT**

### **DEFINITION**

Under general supervision, to assist with the development and implementation of the Amador County Literacy Program; to develop and oversee tutoring and training activities; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a single-position classification with general responsibility for assisting with the development, implementation, and coordination of the Amador County Literacy Program. Special responsibilities include development of tutoring and training activities.

### **REPORTS TO**

Library Literacy Coordinator.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Volunteer Tutoring and Office Support Personnel.

### **EXAMPLES OF DUTIES**

Responds to public inquiries about the Amador County Literacy Program, providing a variety of information as needed; recruits and oversees the training and activities of volunteer literacy tutors; evaluates tutors and monitors the progress of adult learners; assists the preparation of public relations information; carries out the data collection and evaluation methods for evaluating program effectiveness and quality review; trains volunteer program and office assistants; schedules literacy meetings and workshops; assists with the development of volunteer training programs; monitors tutoring sites; assists with the development of a county wide coalition of community leaders to promote the program; assists with the development of a collection of adult reading and training material; assists with preparation of grant applications and administration of the literacy grant; assists with preparation of requisite program reports; performs a variety of public relations activities for the Amador County Literacy Program.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

## **LIBRARY LITERACY PROGRAM ASSISTANT - 2**

### **TYPICAL WORKING CONDITIONS**

Work is performed in office and library environments; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge of:

- Functions, services, policies, and procedures of a public library system.
- Public and community relations methods and principles.
- Data collection and analysis.
- Principles of recruiting, supervising, and training volunteer program staff.

#### Ability to:

- Assists with developing and implementing a county wide literacy program in conjunction with the public library system.
- Recruit, train, and supervise volunteer tutor and office support staff.
- Collect and analyze information and data.
- Prepare clear and concise reports.
- Make effective public presentations.
- Utilize a computer in program support assignments.
- Effectively represent the Amador County Library System and Literacy Program in contacts with the public, community organizations, other County staff, other literacy programs, and other government agencies.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

Previous background and experience in recruiting and developing volunteer efforts is highly desirable.

Special Requirements: Possession of a current and valid California Driver's License.