

LIBRARY LITERACY PROGRAM COORDINATOR

DEFINITION

Under the direction of the County Librarian, plans, organizes, and directs the Amador County Literacy Program; prepares and administers grants; coordinates program with internal staff and external agencies; assist in the operations and services of the County Library; performs a variety of patron and circulation assistance; and performs related duties as required.

REPORT TO

County Librarian

SUPERVISION EXERCISED

This classification exercises functional and technical supervision over clerical and volunteer staff.

EXAMPLES OF DUTIES

The following are the duties performed by employees in this classification. However employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

Establishes and implements the Amador County Literacy Program; develops a County-wide coalition of community leaders to promote the program; coordinates literacy program services and functions with other Amador County Library staff; directs the work of program tutor-trainers; oversees and directs assigned program clerical staff in the implementation of program services and functions; selects and maintains an adult collection of literacy reading and training material; works with library staff in ordering and cataloging literacy items; recruits and evaluates potential program participants, provides pre-service and in-service training to volunteers; matches volunteer tutors to program participants; conducts an active public relations program within the local community; prepares grant applications and administers the literacy grant; prepares budget; prepares requisite program reports; develops and maintains data for program evaluation and quality review; develops cooperative relations with community groups, other literacy programs, and other agencies; provides assistance in the use of library facilities and resources to patrons; answers questions, checks out materials for circulation; compiles information for statistical summaries and reports; shelves returned material; assists with reference services; instructs patrons in the use of library resources; performs related duties as required.

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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 machine.

TYPICAL WORKING CONDITIONS

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

MINIMUM QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a public library.
- Principles and practices of literacy program development, administration and evaluation.
- Public and community relations methods principles.
- Methods and techniques for selecting, evaluating, and acquiring adult learning materials for a public library.
- Library procedures and methods.
- Library reference resources.
- Basic mathematics.
- Principles and practices of customer service.
- Principles and practices of grant development and administration.
- Methods and techniques of data collection and analysis.
- Principles of lead supervision and training.

Ability to:

- Develop and implement a County wide literacy program in conjunction with the public library system.
- Provide lead supervision to assigned clerical and volunteer staff.
- Develop and administer grant programs for services provided.
- Collect and analyze information and data.
- Prepare clear and concise reports.
- Make effective public presentations.
- Utilize office equipment including computers and assigned software.
- 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.

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- Evaluate and select tutors for program participants.
- Perform library circulation assignments.
- Shelve books and periodicals.
- Respond to patron questions and concerns.
- Interpret, explain, and apply library policies and methods.
- Make arithmetical calculations.
- Maintain accurate records and prepare budget reports.
- Effectively represent library services with the public.
- Communicate effectively both orally and in writing.
- Understand and carry out oral and written directions.
- Establish and maintain effective working relationships with those contacted in the course of work.

Training and Experience:

Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education

Equivalent to an Associate's degree in library science or a closely related field;
Bachelor's degree is highly preferred.

Experience:

Four years' experience tutoring adults, or providing various social or related services to adults, two of which should include literacy program development and administration.

Special Requirements

Possession of an appropriate, current, and valid California Driver's License.