

## CITY OF COVINA

### LITERACY COORDINATOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general direction, manages, organizes and coordinates the activities of the library literacy program; recruits, trains and matches volunteer tutors and literacy students; publicizes and markets the program and activities; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Literacy Program Coordinator** is the supervisory level class responsible for directing and coordinating the literacy program of the Covina Public Library, and for publicizing the program in various print and non-print media. Incumbents develop a coalition of community agencies and groups to coordinate and expand existing literacy efforts. This is a temporary at-will position that is subject to grant funding availability and can be modified or eliminated at the employer's discretion. This classification is distinguished from the next lower classification of Senior Librarian by the responsibility for directing the operations of the library literacy program, and for the day-to-day supervision of an assigned staff.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the Director of Library Services. Exercises direct and indirect supervision over assigned library support staff and volunteers.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Plans, directs, supervises and participates in the work of staff responsible for the conduct of the library literacy program; assesses daily workflow and makes necessary assignments to ensure efficient and effective student services; participates in the selection, motivation, evaluation, and training of assigned staff and volunteers; monitors work activities to ensure safe work practices, work quality and accuracy; develops, implements and maintains record keeping procedures and techniques.
- Supervises and participates in the development, implementation and maintenance of goals, objectives and policies; reviews and evaluates work methods and procedures for improving organizational performance and meeting section goals; ensures that goals are achieved.
- Develops and administers assigned budgets and grants; prepares and submits project progress reports, evaluations and other statistical information required by federal, state or local funding agencies; evaluates and recommends funding for staffing, equipment, materials, and supplies.
- Recruits and trains volunteer tutors; evaluates adult and juvenile literacy learners for appropriate placement; matches tutor and learner pairs; schedules tutoring sessions and monitors the progress of students; facilitates feedback and evaluation sessions with tutors and students; conducts outreach

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programs targeting functionally illiterate adults and juveniles; evaluates, monitors and reports on the progress of the program.

- Conducts public awareness campaigns, including speaking to community groups and organizations, preparing press releases, developing marketing materials, and conducting special events and programs; makes presentations promoting the program and soliciting financial contributions and volunteer tutors; develops and maintains close ties and coordinates with the California State Library literacy program, community agencies and groups, schools, and other literacy providers; plans and carries out volunteer recognition programs.
- Monitors and keeps informed of current trends in the field of literacy training; applies new concepts, practices and technologies; attends professional meetings and conferences.
- Prepares numerous grant proposals to continue program funding.
- Responds to questions and concerns from students, volunteers, the general public, departmental staff, and other agencies; provides information and resolves service issues or complaints; represents the department with other City departments, other agencies, civic groups, and the public; establishes and maintains a customer service orientation.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

### **PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, documents and materials weighing in excess of 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Literacy Program Coordinator**. A typical way of obtaining the required qualifications is to possess the equivalent of one year of experience in literacy or adult/juvenile education with experience in grant proposal writing, and a bachelor's degree in education, library science or a related field.

#### **License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Theories, principles and practices of literacy training, including the Laubach method; methods and techniques of supervision, training and motivation; methods and techniques of recruiting and training volunteer tutors; methods and techniques of program development and fundraising; principles and practices of budget development and administration; basic principles of mathematics; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Plan, organize and evaluate the work of subordinate staff; train, supervise and motivate subordinates in assigned areas of responsibility; gain community support and participation; work independently and as part of a team; analyze complex issues, evaluate alternatives and implement sound solutions; deal effectively and tactfully with students, volunteers and the public; attend evening meetings as required; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications, including a variety of specialized library software.