

## **CITY OF SALINAS**

### **LITERACY PROGRAM MANAGER**

**BARGAINING UNIT/CLASS CODE:  
AMPS/I14**

#### **DEFINITION**

To manage, organize and direct all facets of the Literacy Program of the Salinas Public Library.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Library Administrative Manager. Exercises direct supervision over clerical and/or technical personnel, and volunteers.

**ESSENTIAL JOB FUNCTIONS OF THE POSITON** Duties may include, but are not limited to the following:

Manage and administer the Literacy program budget; approve and monitor all expenditures. Prepare, develop and implement literacy program guidelines, procedures and manuals. Prepare and submit a variety of reports and memorandums related to the Literacy Program activities. Prepare and submit required applications to various agencies for continuation of program funding; prepare and submit applications for a variety of grants on behalf of the City. Ensure appropriate program monitoring, evaluation, disbursement of funds and fiscal control; ensure timely submission of all federal, State, and other agency reports. Manage, develop and implement fund-raising efforts. Manage all aspects of the computerized literacy multi-media study center. Research and analyze program needs, and make recommendations to improve program activities. Collect and analyze data on existing programs and procedures; conduct surveys and prepare proposals to meet established goals and objectives, including financial, staffing and organizational requirements. Prepare public relations information such as brochures, newsletters, and other public information materials. Edit and publish the Salinas Public Library Services quarterly newsletter SALT. Present reports to the City council, community groups and professional organizations. Prepare progress reports and perform periodic reviews on assigned projects. Research, select, order and maintain the adult literacy book, audio-visual, software and CD-ROM collections. Recruit adult learners and assess their reading level. Match adult learners with tutors and monitor their programs. Plan, develop and implement tutor training sessions. Identify and arrange literacy sites. Conduct an active public relations program; make community contacts and participate in community activities. Plan staff development programs related to literacy. Select, train, supervise and evaluate clerical personnel and volunteers. Promote and maintain safety in the work place. Perform related duties as assigned.

#### **PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computers, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

#### **WORKING CONDITIONS**

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

**CITY OF SALINAS  
LITERACY PROGRAM MANAGER (continued)**

**QUALIFICATIONS**

**Knowledge of:**

Applicable Federal, State and local laws, rules and regulations regarding literacy programs. Planning and implementing an adult literacy program. Grant development methods and techniques. Research techniques, sources and availability of information; and methods of report preparation and presentation. Basic principles of public and community relations. Policies, procedures, and functions of the library system. Principles and practices of supervision and training. Principles and sources used to evaluate, select and acquire adult learning collections. Operation of personal computer with proficiency using word processing and spreadsheet programs.

**Ability to:**

Plan, develop, coordinate and supervise the activities and operations of the literacy program. Promote the mission, values and standards of an effective organization. Prepare and oversee budgets. Communicate clearly and concisely, both orally and in writing. Write and produce detailed and complex reports using computer-assisted technology. Make public presentations to a wide-range of large and small audiences. Maintain effective relationships with the community, local businesses and special interest groups. Deal courteously and tactfully with the public. Learn departmental practices and procedures. Develop, maintain and manage a volunteer program. Train, supervise and evaluate subordinates and volunteers. Effectively organize workload.

**License or Certificate:**

Possession of a valid California Driver's License.

**Education and Experience:**

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to a Bachelor's Degree in a related field plus two years experience in managing a literacy program including staff supervision.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Human Resources Officer

Approval Date \_\_\_\_\_

**ORIG: 1-93, REV: 1-97, REV: 02-06**