



Job Description

Job Title: Literacy Specialist		Date Created: 2/2013
Department: Library & Community Services		Date Reviewed: 3/2019
Job Code: 26.6041	Bargaining Unit: SMEA	FLSA: Non-Exempt

Summary of Duties: Under general supervision, assists with the implementation and coordination of literacy services for children, adults and families for the Library and Community Services Department, with a strong emphasis on providing public services.

Distinguishing Characteristics: Receives general supervision from the Community Education Manager or designee. May exercise supervision over lower level department staff and volunteers.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

(These functions are representative and may not be presented in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Assists a Senior Librarian with the implementation of Literacy programs.
2. Gathers, organizes and evaluates data related to literacy programs and projects and prepares reports as needed.
3. Assists with the development of Literacy training and program materials; helps with training tutors in a variety of literacy methodologies.
4. Performs tutoring functions and instruction in reading, homework assistance, and basic computer use of specialized literacy software.
5. Develops and maintains good working relationships with other community literacy providers and organizations.
6. Works as a member of the fundraising team, helping to maintain and increase income from the local community through successful and innovative campaigns and events.
7. Maintains accurate records on program participants and/or learners and tutors.
8. Assists with outreach and promotion of programs, including tutor and volunteer recruitment.
9. May initiate program purchases related to program implementation.
10. May perform duties related to the implementation of special grant funded Literacy programs.
11. May perform duties related to Literacy Clerk, Assistant, and Library Clerk.
12. Performs related duties as required.

Minimum Qualifications:

Knowledge of:

- Principles, techniques, practices, methods and materials for reading literacy, tutoring assistance, and computer literacy.
- Current literacy policies and trends.
- Principles of volunteer recruitment, training and management.
- Principles and practice of program planning, coordination and implementation.
- Microsoft Office programs and internet research skills.
- Policies, procedures, and functions of the library system, including Literacy Services is desirable.

Skill and Ability to:

- Coordinate and facilitate literacy programs.
- Collect and analyze program data and organize program information.
- Teach tutoring techniques to others and assess effectiveness of the tutoring process.
- Communicate clearly and concisely, both orally and in writing.
- Perform library clerical tasks and become familiar with departmental procedures.
- Use standard office and library equipment.
- Make routine mathematical calculations.
- Deal courteously and tactfully with the public and/or Literacy and Library staff.
- Operate motor vehicles.
- Establish and maintain effective relationships with others.
- Effectively organize workload.
- Operate a personal computer with proficiency using word processing and spreadsheet programs.
- Utilize internet and social media websites.
- Judgement necessary to obey all applicable laws and make sound decisions while operating motor vehicle.
- Bilingual skills (Spanish) highly desirable.

Education: Bachelor's Degree from an accredited college or university in, education, social or human services or related field.

Experience: One year of paraprofessional library and/or public experience preferably working in a literacy program or other related program.

Licenses and Certifications: Possession of a valid California Driver's License. Employee will be required to use a City vehicle(s) for business use.

Physical Demands and Working Conditions: Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and related equipment; vision sufficient to read printed materials and distinguish colors; and safely operate a motor vehicle; 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, climb and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 25 lbs.; may occasionally lift up to 40 pounds of library materials; 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.

Business office working environment subject to standing at the public service counter for long periods of time, bending, crouching, or kneeling at files, occasionally moving boxes of materials from one site to another, reaching in all directions and occasional periods of time working at a computer terminal.