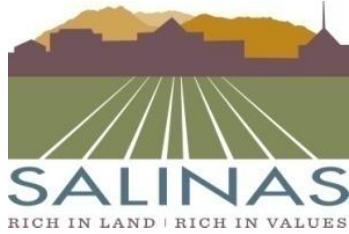


CITY OF SALINAS

Regular, Part-Time Employment Opportunity



LITERACY SPECIALIST

RECRUITMENT #19798161

Final Filing Date: By 5:00 p.m. on Monday, March 25, 2019

Salary: \$20.72 - \$21.76 - \$22.85 - \$23.99 - \$25.19 - \$26.45/hour*

***Two and a half percent (2.5%) increase effective with the last pay period in April 2019**

Apply online at: <https://www.calopps.org/salinas/job-19798161>

The City of Salinas Public Library is looking for a part-time, benefited Literacy Specialist with a passion for building community and nurturing lifelong learning through adult literacy programs, supported by a dynamic group of volunteers and staff. Be part of a team helping adults and their families gain literacy skills and the confidence to use them through the efforts of volunteers that you recruit, train and support.

Under the supervision of the Adult Services Senior Librarian, the Literacy Specialist will be responsible for helping support a variety of adult and family literacy programs. One area of focus will include expanding the training for new volunteers in the Adult Literacy Program as well as the professional development opportunities and support for current Adult Literacy volunteers. The Literacy Specialist will help identify resources and materials for use by volunteers in teaching, tutoring and assisting with Learners and classes, and more.

SPECIAL INSTRUCTIONS: All applicants must provide a copy of diploma or transcripts at the time of application or submit to the Human Resources Department prior to the final filing date. Applications are incomplete without the required document. **This position is grant-funded and contingent on renewal of the award.**

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.

SELECTION PROCESS: Applicants' qualifications will be evaluated based on the information provided on the employment application. The exam process may consist of an application appraisal or oral interview with a supplemental questionnaire and/or written exam. The City reserves the right to use alternate testing procedures if deemed necessary. **CITY COMMUNICATION REGARDING THE SELECTION PROCESS WILL BE VIA E-MAIL. PLEASE ENSURE THAT YOU HAVE ACCESS TO THE E-MAIL ON YOUR APPLICATION.** Finalist interview/assessment will be held with the City of Salinas.

EQUAL OPPORTUNITY EMPLOYER

The City of Salinas does not discriminate based on race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Salinas makes reasonable accommodation for qualified individuals with a disability. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Director in writing no later than the final filing date stated in this job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied. **EEO Utilization Report is available for candidate review upon request.**

SALARY STEPS: Appointments are normally made at the first step. Consideration is given for increase to the second step after successful completion of a six-month probationary period. (Employees appointed at a higher step will be eligible for consideration for the next step after one year, providing they successfully complete a six-month probationary period). 3/11/19 pp

SALINAS MUNICIPAL EMPLOYEES ASSOCIATION BENEFITS

ANNUAL LEAVE: Accrued at a rate of 11 days through 5 years; 13 days through 10 years; with additional longevity increases.

HEALTH INSURANCE: The City currently pays 100% for CalPERS *Choice* Health plan, Delta Dental and VSP for employee only. Other PERS Health coverage may be available depending upon residence. The City provides the premium amount equal to the CalPERS *Choice*. *Mandatory employee contribution in effect beginning December 2019.*

RETIREMENT: CalPERS retirement plan. 2% at 62 for new members and 2% at 55 for classic members. Employee pays contribution in addition to Social Security/Medicare contributions.

TUITION ASSISTANCE: Up to \$1,000 reimbursement for tuition/books for employee only. Upon approval of Department Director and Human Resources Director.

FLEXIBLE COMPENSATION BENEFIT: A pro-rated, Flexible Benefit equal to 5% of the employee's annual base salary may be used toward employee leave time or cash.

**THE ABOVE-LISTED BENEFITS ARE SUBJECT TO CHANGE AND DO NOT CONSTITUTE A CONTRACT
PLEASE VISIT THE CITY WEBSITE FOR A FULL DESCRIPTION OF BENEFITS.**