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Lassen Library District

POSITION DESCRIPTION

LITERACY COORDINATOR

POSITION DEFINITION: Coordinates the programs of the California Library Literacy Services as defined by the California Library Service Board for the Lassen Library District Literacy Program, which may involve a considerable amount of independence of action and decision making.

SUPERVISION RECEIVED AND EXERCISED

- Receives technical and functional supervision from and reports to the District Librarian.
- Receives general supervision and reports to the library Board of Trustees.
- Exercises technical and functional supervision over Literacy Assistant and volunteer tutors.

EXAMPLES OF DUTIES: Duties may include, but are not limited to the following:

- Establishes and implements the Lassen Library District Literacy Program.
- Develops a coalition of community leaders to promote the program.
- Selects, secures, supervises and trains tutors.
- Supervises and directs the Library Literacy Program Assistant in the implementation of program services and functions.
- Selects and maintains a collection of adult literacy reading and training materials.
- Orders and catalogs literacy items.
- Conducts an active public relations program to recruit participants and to explain the Literacy Program.
- Conducts intake assessment and counseling of students.
- Organizes fund-raising and awards events
- Prepares grant applications and administers grants.
- Develops and recommends program budgets to the District Librarian for adoption by the library Board of Trustees
- Administers expenditures.
- Develops and maintains data for program evaluation and quality review.
- Prepares requisite program reports
- Develops cooperative relations with community groups, other literacy programs, and other agencies.
- Coordinates literacy program services and functions with District Librarian and other library staff.

MINIMUM QUALIFICATIONS:

Demonstrate appreciation for the needs of, and possess communication skills and human relation skills in working with, adult learners.

Knowledge of:

- Planning and implementing a literacy program
- Functions, services, policies, and procedures of a public library.
- Public and community relations methods and principles.
- Selection, evaluation, and acquisition of adult learning materials for a public library.
- Grant development and administration.
- Data collection and analysis
- Principles of supervision, training, and program administration.
- Project budgeting and reporting skills.

Ability to:

- Develop and implement a literacy program for the Lassen Library District
- Provide supervision, training, and evaluation for assigned staff
- Develop and administer grants.
- Collect and analyze information and data.
- Prepare clear and concise reports
- Utilize a computer in program development, instruction and administration
- Effectively represent the Lassen Library District and Literacy Program to the public, community organizations, other literacy programs and other government agencies.
- Work with and report to library Board of Trustees and District Librarian.
- Establish and maintain cooperative working relationships.
- Maintain records of project materials and equipment.

Experience and Training:

- Possess a bachelor's degree, or the equivalent in experience and training
- Any combination of training and experience which would likely provide the required knowledge and abilities.
- Previous background and experience in programs, and grant development and administration is highly desirable.