

## **LIBRARY LITERACY PROGRAM COORDINATOR**

### **DEFINITION**

Under direction, to plan, organize, and direct the Plumas County Literacy Program; to develop and administer grants; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a single-position classification with general responsibility for the development, implementation, and coordination of the Plumas County Literacy Program.

### **REPORTS TO**

County Librarian.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Literacy Program Assistant, volunteers.

## **LIBRARY LITERACY PROGRAM COORDINATOR – 2**

### **EXAMPLES OF DUTIES**

- Establishes and implements the Plumas County Literacy Program.
- Develops a county wide coalition of community leaders to promote the program.
- Supervisors and trains tutors.
- Oversees and directs the Library Literacy Program assistant in the implementation of program services and functions.
- Selects and maintains an adult collection of literacy reading and training material.
- Orders and catalogs literacy items; conducts an active public relations program to recruit participants and explain the program.
- Conducts intake assessments of students.
- Organizes fund raising and awards events.
- Prepares grant applications and administers grants.
- Develops budgets or assists with budget preparation.
- Administers and controls 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 other Plumas County Library staff.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in office and library environments; continuous contact with staff and the public.

## **LIBRARY LITERACY PROGRAM COORDINATOR – 3**

### **KNOWLEDGE OF**

- Planning and implementation of a literacy program.
- Functions, services, policies, and procedures of a public library system.
- Public and community relation's methods and principles.
- Selection, evaluation, and acquisition of adult learning material for a public library.
- Grant development and administration.
- Data collection and analysis.
- Principles of supervision, training, and program administration.

### **ABILITY TO**

- Develop and implement a countywide literacy program in conjunction with the public library system.
- Provide supervision, training, and evaluation for assigned staff.
- Develop and administer a grant.
- Collect and analyze information and data.
- Prepare clear and concise reports.
- Make effective public presentations.
- Utilize a computer in program development and administration.
- Effectively represent the Plumas County Library System and Literacy Program in contacts with the public, community organizations, other County staff, other literacy programs, and other government agencies.
- Establish and maintain cooperative working relationships.

### **TRAINING AND EXPERIENCE**

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying.

Two (2) years of office administration experience or grant management including fiscal experience.

Desirable qualifications: Two years college courses in public administration, non-profit management, or a related field or AA degree. Educational training may be substituted for one (1) year of required experience. The equivalent to a Teacher's certificate is highly desirable.

### **SPECIAL REQUIREMENTS**

Must possess a valid driver's license at time of application, and a valid California License by the time of appointment. The valid California License must be maintained throughout employment.