

COUNTY OF SOLANO

LITERACY PROGRAM MANAGER

DEFINITION

Plans, manages, administers implements, and evaluates the Library System's literacy program including planning, implementing and directing the adult, family and pediatric literacy programs as well as programs for adults and children who speak little or no English; serves as a member of the department's management team which sets policy and direction for the library system.

CLASS CHARACTERISTICS

This class is characterized by the responsibility for the administration and operation of the Library system's literacy program including planning, implementing and directing the adult, family, pediatric and Reach-Out-and-Read literacy projects, programs for adults and children with limited English language skills, and other literacy programs as needed within the County Library system. This class is distinguished from that of Assistant Director of Library Services in that the latter has responsibility for managing and administering multiple public services programs and has overall budget responsibility for the entire library system.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant Director for Library Services.

Supervises professional, technical and clerical staff and volunteers.

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

Plans, organizes and directs the operation of the literacy programs in all branches of the library and in the community; develops and implements a plan for evaluating the programs; resolves problems and concerns within the programs in accordance with library policies. Coordinates program planning, implementation and evaluation with other library managers in order to carry out the library's strategic plan.

Supervises the performance of staff in order to meet Program goals and objectives; prepares, evaluates and updates annual work plan for program staff; participates in the selection of all Program staff; trains new staff; conducts employee performance reviews.

Plans, directs and coordinates the recruitment, training and support of students and volunteers; provides inservice training opportunities for students and volunteers; trains administrative volunteers to provide support services for new program volunteers; oversees matching of tutors and students; plans and directs workshops and training for tutors; develops opportunities for volunteer development and appreciation.

Prepares annual budgets for literacy programs; manages program funds in accordance with approved budget; writes grant proposals to ensure program continuation; prepares financial and program reports as required by the State Library and grant funding sources.

Keeps abreast of effective instructional materials and methods by reviewing professional literature; selects and orders instructional materials.

Works with local communities to develop a diversified financial base that includes in-kind contributions as well as funds from local sources; writes grant proposals to ensure funding for Program continuation.

Develops publicity campaign strategies; works actively with various community groups to promote programs and to collaborate service provision; prepares suitable public relations materials to attract learners and tutors and to sensitize the community to the literacy problem; speaks to community groups about literacy issues; provides workshops for library staff to inform them about the Program and their contribution.

Establishes Countywide literacy coalition and attends and participates in coalition meetings to ensure a coordinated plan of literacy activities is carried out.

Attends workshops, conferences and regional meetings to continue professional education.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Program planning, development, implementation and evaluation.

Principles of supervision.

Budgetary and grant practices and procedures.

Operation of volunteer programs.

Methods and practices for teaching literacy skills to adults.

Community resources and outreach strategies.

Skills to:

Utilize basic office equipment including a computer, copy machine, fax machine and printer, and to operate audio-visual equipment.

Drive a motor vehicle.

Ability to:

Plan, organize, implement and evaluate literacy programs.

Supervise, advise, consult with and train the work of the program staff and tutors.

Establish and maintain effective working relations with library staff, communities, volunteers, students and staff working in the program, other County departments and other literacy programs; work well with a diverse population.

Develop and conduct training programs.

Acquire alternate funding sources to maintain and expand the program.

Communicate clearly and concisely both orally and in writing.

Make effective public presentations.

Collect and analyze data to establish/identify needs and evaluate program effectiveness.

Prepare operational and statistical reports.

Manage a budget.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Two (2) years of experience in community programs as a coordinator, program developer community resource person or a literacy coordinator or assistant.

Education/Training:

A Bachelor's degree is required from an accredited college or university, preferably in Education, Administration, Library Science, Social or Behavioral Science or a closely related field. Possession of a Master's Degree in a related field is highly desirable.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C California driver's license is required.

SUPPLEMENTAL INFORMATION

Independent travel will be required.

Incumbents may be required to work outside normal business hours.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.



Director of Human Resources

Established Date: June 1999

Revised Date: February 2003

BOS Date: June 30, 2003

I:\Classification\Class Specs\ParaProf specs\Literacy Program Manager.doc