

**City of San Rafael
Job Class Specification**

Job Title: Literacy Specialist I/II

SUMMARY

Under general supervision, to deliver literacy services, to supervise volunteer or part-time staff within a designated department, and to perform related work as required. This is a flexibly staffed position and based on qualifications, incumbents are appointed at the I or II level.

DISTINGUISHING CHARACTERISTICS:

Literacy Specialist I is the entry level class of this series. This class is flexibly staffed with Literacy Specialist II; incumbents may advance to the II level after demonstrating proficiency for performing II level work.

Literacy Specialist II is the journey level of this series. Assignments at this level are characterized by the requirement to work at a high level of independence, by additional specialized knowledge requirements within the field of literacy, and by major responsibility for supervising a group of volunteers and part-time staff.

SUPERVISION EXERCISED:

Level I : Positions assigned to this job class can supervise a group of volunteers.

Level II : Positions assigned to this job class can supervise a group of volunteers and part-time staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Recruits, interviews, selects, trains, appraises the performance of, and terminates volunteer and/or part-time staff.
- Schedules and coordinates work assignments of volunteers and/or part-time staff.
- Assigns and directs the work of volunteers and/or part-time staff.
- Promotes community awareness of programs, and solicits additional funding.
- Coordinates with libraries and other community services to expand programs and services;
- Orders books and materials for students and tutors.
- Maintains records and creates reports, using online databases where needed.
- Performs special projects related to literacy services.
- Plans and supports literacy events, including occasional weekend and evening events.
- Attends regular staff meetings.

KNOWLEDGE OF:

Level I

- Adult literacy services
- Sources and techniques for recruiting volunteers
- Books and materials for literacy services

Level II

In addition to the requirements of Level I

- Basic supervisory practices including interviewing and training, scheduling, assigning and appraising work

ABILITY TO:

- Relate effectively with persons of diverse socioeconomic, ethnic and educational backgrounds.
- Work effectively within a team.
- Supervise volunteers and and/or part-time staff.
- Communicate effectively orally and in writing.

- Maintain accurate records, including working with basic computer applications.
- Present information to small groups of people.
- Establish and maintain effective working relationships with libraries and community services.

EDUCATION/EXPERIENCE:

Level I

Equivalent to graduation from high school, with at least two years of related work experience.

Level II

A combination of education/experience equivalent to four years of college that demonstrates possession of the knowledge and skills outlined above.

SPECIAL REQUIREMENTS:

Specified positions within this classification may require possession of a valid California driver's license and a satisfactory driving record.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually quiet.

FLSA Status: Nonexempt
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