

City of San Rafael
LITERACY PROGRAM SUPERVISOR
Job Class Specification

SUMMARY

Under administrative direction from the San Rafael Public Library Director or the Marin County Free Library Director, plans, develops, supervises and evaluates the daily operation of the Marin Literacy Program, a joint project providing literacy services to the County of Marin. This position includes developing an infrastructure that serves to maximize resources and minimize costs.

DISTINGUISHING CHARACTERISTICS

This single position class performs duties within established guidelines and is responsible for the daily operation and implementation of the Marin Literacy Program. Work is reviewed through conferences and reports for timely accomplishment, conformance to policy, quality of services provided and results obtained. This class is distinguished from the Supervising Librarian in that the latter is a Librarian with a Master's in Library Science degree.

SUPERVISION EXERCISED AND RECEIVED

The incumbent in this position receives supervision from the Library Directors and Administrators. The Literacy Program Supervisor supervises the work of all of the contract employees of the Literacy Program, including supervising through mid-level supervisors who in turn oversee the work of the various units of the Literacy Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Plan, supervise and coordinate the Marin Literacy Program for tutors and their adult students;
- Work with the Literacy Development Coordinator and any designated grant writer to raise funds for the operation of the program; Assist with grant writing
- Select software that will be used in the office;
- Supervise in-service training for staff and volunteers;
- Supervise the monitoring of the progress of tutoring;
- Meet with City departments to develop and maintain communications;
- Prepare budget reports; Maintains records;
- Prepare reports for library administration and funding sources;
- Perform administrative and supervisory responsibilities;
- Operate standard library equipment;
- Represent the Marin Literacy Program and both library jurisdictions at State and local meetings
- Prepare claims for payment by the City or County
- Track program budget expenditures with City and County
- Prepare quarterly statistical and narrative reports to City and County
- Prepare newsletter articles
- Chair staff meetings
- Participate in Marin Literacy special events
- Participate in Advisory Board meetings
- Performs related duties as required

KNOWLEDGE OF:

- Principles and practices of organization and administration
- Principles and practices of budgeting, personnel management and supervisory techniques
- Principles and practices of community resources and outreach strategies
- Principles and practices of language development and remediation of reading difficulties
- Principles and practices of adult literacy methodology and techniques
- Principles and practices of basic computer applications
- Principles and practices of grant writing and other fundraising methods
- Principles and practices of volunteer recruitment, training and retention

ABILITY TO:

- Plan, organize, direct, coordinate and carry out Adult Literacy Program activities
- Make decisions and creatively solve problems
- Represent the program in a public relations capacity
- Speak effectively before groups
- Communicate effectively with all age levels
- Establish and maintain effective working relationships with the general public, co-workers, volunteers, students and other City/Program staff
- Prepare comprehensive written reports and express ideas clearly and concisely
- Relate to people from a variety of cultures and educational backgrounds

EDUCATION AND EXPERIENCE

A combination of education and experience equivalent to four years of college, plus two years of educational resources specialist experience that demonstrates possession of the required knowledge and abilities.

LICENSE

Possession of a valid California Class 3 driver's license and a satisfactory driving record as obtained from the Department of Motor Vehicles.

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 stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly 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 is regularly exposed to video display and regularly works in inside environmental conditions. The employee frequently works with use of personal vehicle. The employee occasionally works in evenings or weekends. The noise level in the work environment is usually quiet.

FLSA Status: Non-Exempt
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