

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: LITERACY PROGRAM SPECIALIST

PERSONNEL COMMISSION APPROVAL: APRIL 21, 2021 (REVISED)

COUNCIL APPROVAL: DECEMBER 2001

JOB CODE: 0302

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: HBMT

FLSA STATUS: NON-EXEMPT

EEOC CODE: ADMINISTRATIVE SUPPORT

JOB SUMMARY

Under general supervision, plans, implements, coordinates, promotes, and supervises all training provided by the Adult Literacy Program.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Community Services Manager, Library and Cultural Services

Supervises: Support staff and volunteer program tutors

DISTINGUISHING CHARACTERISTICS

The Literacy Program Specialist is a classification with responsibility for overseeing programs and operations in order to provide effective adult literacy services.

EXAMPLES OF ESSENTIAL DUTIES

- Designs, develops and coordinates adult literacy programs offered by the Huntington Beach Public Library.
- Recommends and implements goals and objectives related to adult literacy; establishes schedules and methods for providing adult literacy programs; implements policies and procedures
- Trains and supervises support staff and literacy volunteers; recruits, trains and supports tutors; assigns duties and completes employee performance appraisals.
- Plans, develops, and implements methods to evaluate the effectiveness of literacy programs and projects; measures results of program activities through performance indicators and modifies activities to optimize results

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- Develops curriculum and lesson plans for adult literacy courses and related programs
- Monitors program effectiveness, tests literacy students, tracks attendance, maintains training records and prepares periodic reports
- Manages literacy collection; evaluates and culls teaching collection on an ongoing basis; selects and purchases books, teaching materials, software, supplies and equipment
- Participates in the preparation and administration of the adult literacy program budget; monitors expenditures; prepares and monitors grants
- Stays current with developments in the field of adult literacy, library technology and information services
- Maintains effective relationships with Literacy Board and works with the Board on fundraising, special events, etc.
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Maintains regular and consistent attendance record
- Performs other related duties and responsibilities as required.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Theories, principles, and practices of adult learning and training, including the development of lesson plans and training materials
- Operations, services and activities of an adult literacy program
- Current technology and software including the virtual environment
- Grant writing and administration

Ability to:

- Plan and organize literacy services, including scheduling and conducting of training classes

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- Establish and maintain effective working relationships with those contacted in the course of work;
- Conduct outreach to and build partnerships with community organizations
- Communicate clearly and concisely, both orally and in writing
- Oversee, direct, and coordinate the work of staff and volunteers
- Participate in the development and administration of program goals, objectives, and procedures
- Operate a personal computer and standard software applications
- Interpret and apply Federal, State, and local policies, laws, and regulations related to adult literacy

Education: Bachelor's degree from an accredited college or university in education, administration, library science, social or behavioral science or other closely related field.

Experience: Three (3) years' experience developing and implementing adult education programs and activities.

License/Certification: A valid California Class C driver's license and an acceptable driving record are required by time of appointment and throughout course of employment.

SPECIAL CONDITIONS

Fluency in a second language (Spanish preferred) is highly desirable.

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

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Work is performed in a general office environment and requires sitting for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard; and, hearing and speaking to answer the telephone or answer questions of co-workers, volunteers, and the general public. May require working irregular hours, including evenings and weekends.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Rev. Dec. 2010 JD
Rev. Mar. 2021 PA