

# Literacy Center Director

DEPT: Leisure Services	FLSA: Exempt
DIV: Literacy Center	EEOC: Officials/Admin
DATE: January 2018	



## POSITION SUMMARY

Performs a variety of supervisory, **administrative and technical** duties related to planning, organizing, controlling and directing literacy center operations and services directed at child, youth and adult populations. This position is designated as at-will.

## SUPERVISION RECEIVED

Works under the broad policy guidance and direction from the Assistant City.

## SUPERVISION EXERCISED

Provides close to general supervision to Literacy Program Specialist, part-time staff and volunteers.

## ESSENTIAL FUNCTIONS

Performs day-to-day management of literacy center operations; monitors functions and processes; creates operational policies and procedures; resolves conflicts and manages problem-solving procedures; evaluates information and data needed to make effective decisions related to services and collections and resource acquisitions.

Monitors subordinate performance; establishes standards and goals in cooperation with employees; evaluates progress and success; makes decisions affecting employee selection, retention, advancement, discipline and termination; conducts recruitments for volunteer literacy tutors; trains tutors in methods and processes for teaching reading and related literacy skills; develops long-term approach for preparing, teaching and training student program graduates to become volunteer tutors.

Develops and maintains effective community, municipal and media relations; establishes and maintains relationships with county and state literacy services as needed to promote and accomplish literacy center objectives; plans, attends and conducts "Literacy Meetings".

Develops operational budgets and monitors ongoing expenditures to assure compliance with established fiscal guidelines; directs fund-raising and development activities related to grants, donations, etc.; assures the financial stability of the center.

Conducts enrollments for the general public seeking assistance in learning to read/do math or for enhancing reading/math abilities; conducts screening assessments to determine individual student reading skills and determine appropriate teaching curriculum and methods; matches students with most appropriate tutor.

Conducts personal research to keep abreast of ever changing direction of literacy services and methods; promotes the implementation and development of technology and media options to enhance the quality of services and access to literacy center and parent resources.

Manages the acquisition and purchasing of the center reading collection, learning materials and equipment;; manages the process for public access to materials through "honor system" of checking materials in and out of circulation.

Performs as a tutor to train and assist students to read. Performs other related duties as assigned.

## MINIMUM QUALIFICATIONS

### 1. Education and Experience:

- A. Graduation from college with a bachelor's degree in education; plus specialized training in "English As a Second Language (ESL) is desirable;

AND

- B. Four (4) years of teaching experience related to math and reading instruction;

OR

- C. An equivalent combination of education and experience.

### 2. Required Knowledge, Skills, and Abilities:

**Considerable knowledge of** theories, principles and objectives of literacy programs and services; information

services and collection development; current trends and developments in literacy services; human resource management and principles of supervision; training and staff utilization principles; legal and political issues affecting library operations and management; budget development and fiscal responsibility requirements; resource development related to grants, donations, trusts, etc.; principles of negotiation and problem solving. **Working knowledge of** computer technologies affecting the future of literacy center operations and services.

**Ability to** direct the work of others; establish and maintain effective working relationships with employees, other agencies and the public; communicate effectively, verbally and in writing; implement cooperative problem-solving processes; anticipate changing needs for services and facilities; operate personal computer and various software applications for word processing and spread sheet information and effectively function in a computerized communications environment.

3. Special Qualifications:

Credentialed and certified as a teacher is preferred.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Talking, hearing and seeing essential to the performance of essential functions. Common eye, hand, finger, leg and foot dexterity also utilized in performance of daily tasks. Occasional exposure to changing environmental conditions due to local automobile travel. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_

(Employee)