RECOMMENDED ACTION AND JUSTIFICATION: Policy Item: Yes ( ) No (X)
Approve a revision to the Literacy Program Coordinator class specification and set the salary at range 206 ($2,636 - $3,204). A complete re-write of the class spec was necessary to accommodate the grant that is supporting this position. A copy of the revised Literacy Program Coordinator class spec as well as the existing class spec are included in this package.

The salary for the existing Literacy Program Coordinator position is set at range 150. The minimum qualifications were revised for the new class spec to require a four-year degree and two years of experience; the existing (old) class spec required either equivalency to graduation from a four-year college or extensive experience in the field. With this substantial change to the class spec and a survey of comparable counties, a higher salary range (206) was warranted.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
Funding for the Literacy Program was exhausted several years ago and as a result, the Literacy Program Coordinator position was unallocated. On February 12, 2002, the Librarian was given authorization to apply for a Proposition 10-Marioposa County and Families First Grant to support a Read to Succeed Adult Literacy Program. At their meeting of April 9, 2002, the Board authorized the Librarian to accept the grant to implement the Literacy Program as well as authorized an allocation of a position for the duration of the grant. Pursuant to Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment," the Board may create new classes or revise or abolish existing classes.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
> Approve the class specification and salary range as proposed.
> Revise the recommended class specification and salary range as the Board desires and approve.

COSTS: ( ) Not Applicable
A. Budgeted current FY $________
B. Total anticipated costs $________
C. Required additional funding $________
D. Internal transfers $________

SOURCE: ( ) 4/5ths Vote Required
A. Unanticipated revenues $________
B. Reserve for contingencies $________
C. Source description:
Balance in Reserve for Contingencies, if approved: $________

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:
Literacy Program Class Spec/revised.
Literacy Program Class Spec/existing.

CLERK’S USE ONLY:
Res. No.: 23-872 Ord. No.________
Vote - Ayes: 5 Noses:________
Absent: ______ Abstained:________
Approved ( ) Denied ( )
Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date:________

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By:________
Deputy

ADMINISTRATIVE OFFICER’S RECOMMENDATION:
This item on agenda as:
______ Recommended
______ Not Recommended
______ For Policy Determination
______ Submitted with Comment
______ Returned for Further Action

Comment:________

A.O. Initials:________
MARIPOSA COUNTY

JOB TITLE: Literacy Program Coordinator

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under general supervision, this classification is responsible for planning, developing, and coordinating the READ TO SUCCEED Program for the Mariposa County Library. Performs a variety of responsible sub-professional library and clerical work in support of the day-to-day library operations of the County, assists patrons in the use of the library and related services, and performs related work as assigned.

SUPERVISOR: County Librarian

TYPICAL DUTIES

- Selects, supervises, and evaluates the work of tutors
- Selects and provides in-service training to volunteers
- Matches tutors and students and monitors progress of tutoring
- Meets with community agencies, literacy service providers, and county departments to develop and maintain communication and appropriate referrals; develops involvement with community groups, businesses, and others
- Develops literacy materials for tutors; coordinates the ordering and dissemination of such materials
- Prepares budget requests, monitors expenditures, maintains records, and prepares reports for the County Librarian relative to the READ TO SUCCEED Program
- Prepares grant requests and develops ongoing funding sources for the program
- Encourages staff and public awareness of literacy problems and services; prepares publicity and press releases for the program
- Performs related work as assigned
MARIPOSA: Literacy Program Coordinator

EMPLOYMENT STANDARDS

Knowledge of:

- objectives, principles, procedures, standards and trends in literacy programs

- methods and techniques in publicizing a new and developing literacy program in a rural setting

- specific methods and materials used in literacy instruction tailored to an eclectic, individualized approach to instruction program clients

- administrative policies and procedures, including budgetary goal setting and implementation

Ability to:

- develop and implement an active literacy program with limited guidance

- prepare clear, concise and complete reports, correspondence, publicity releases, instructional materials, and other written material

- establish and maintain effective working relationships

- exercise sound, independent judgment within county policy guidelines

- recruit, screen, place, direct and evaluate program tutors

- make persuasive presentations to groups and individuals regarding all aspects of the READ TO SUCCEED Program

- instruct others in the specific methods and materials in literacy instruction

- maintain accurate records and files

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a degree in Social Services Education, Human Services, Library Science, or a closely related field, and two years of work experience related to literacy programs or a closely related field.

Possession of a valid California driver’s license is required.
MARIPOSA COUNTY

JOB TITLE: Literacy Program Coordinator

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under general direction of the Mariposa County Librarian, is responsible for the Mariposa County Learn to Read Program. Recruits adult learners for the Program; recruits tutors for the Program and provides tutor training; develop referral linkages; evaluate and improve Program operations as needed; and develop and sustain Program operations through alternative resources and commitments from the community. This job class requires a high level of organizational and administrative skills.

SUPERVISOR: Mariposa County Library Supervisor

TYPICAL DUTIES:

- Makes recommendations to and develops plans with the County Librarian and the Board of Supervisors.

- Maintains fiscal records and controls, procurement and supply activities.

- Under direction of the Librarian prepares and operates the departmental budget and all other aspects of the business management of the department.

- Acts as tutor coordinator.

- Coordinates volunteer and paid staff efforts to ensure Program success.

EMPLOYMENT STANDARDS:

Knowledge of:

- techniques used in adult basic literacy development

- tutoring in basic English literacy

- administrative practices and procedures involved in planning and budgeting

- problems, techniques, practices, planning, development and operation of literacy programs
Ability to:

- plan, assign and supervise the work of others
- analyze situations accurately and adopt an effective course of action
- organize departmental operations
- prepare and justify budget
- maintain and compile adequate records
- present oral and written presentations before governmental agencies and civic groups
- utilize and coordinate local resources
- work cooperatively in community activities with committees, groups and other agencies

Possession of:

- a valid California Driver's license

Typical way to gain the knowledge, skill and ability outlined above is:

Equivalent to graduation from an accredited college or university and/or extensive experience in a public or private educational, literacy, volunteer or similar program which was in a supervisory, administrative, executive or consulting capacity.

Creation date: 9/89