

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LITERACY PROGRAM ADMINISTRATOR

DEFINITION:

Under general direction, to administer a City-wide literacy program; to perform other related work.

*** EXAMPLES OF DUTIES:**

- Plans, coordinates, implements and evaluates a variety of literacy projects;
- Develops partnerships with major companies, Community-based organizations and other agencies to establish workplace or on-site literacy programs;
- Assesses City-wide Literacy needs and identifies resources;
- Conducts a wide array of fund raising activities;
- Formulates program policies and procedures in accordance with funding guidelines;
- Develops criteria for recruiting of volunteer tutors and participants wishing to acquire reading skills;
- Provides in-service training to volunteers;
- Develops literacy material for staff and tutors;
- Develops public relations materials to recruit students and volunteers and publicize the program;
- Develops Literacy collection of materials and recommends appropriate materials, methodologies and techniques for staff, Literacy tutors;
- Confers with and makes presentations to community groups, government bodies and other agencies;
- Participates in statewide Literacy coordination and development with the California State Library and the California State Department of Education staff;
- Represents the department on the San Diego Council on Literacy;
- Prepares, monitors, and implements the annual program budget;
- Prepares grant applications and administers grant funds;
- Prepares reports for library administration and funding sources; manages and provides pre-service and in-service workshops for volunteers, adult learners and Literacy professionals;
- Chairs annual tutor conference;
- Supervises monthly tutor and learner support groups;
- Manages computerized reading lab and develops curriculum and courseware;
- Serves as a liaison with the board of the Friends of the READ/San Diego Literacy Programs;
- Supervises subordinate staff.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree in Education, Social Sciences or a related field; **AND** four years of experience in program development and management or volunteer coordination and supervision, preferably in an adult literacy or specialty reading program.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.