

CITY OF SOUTH SAN FRANCISCO
EMPLOYMENT OPPORTUNITY

Applications are being accepted for the position of:
Literacy Services Coordinator

City of South San Francisco • Human Resources Department • 650.877.8522 • www.ssf.net • EOE

DEADLINE TO APPLY | MONDAY, OCTOBER 7, 2024 AT 5:00 P.M. OR UPON RECEIPT OF THE FIRST 100 QUALIFIED ONLINE APPLICATIONS, WHICHEVER OCCURS FIRST.

For detailed information and to apply online, go to: www.calopps.org

SALARY: \$87,547.00 - \$106,412.00 Annually



The South San Francisco Public Library is a full-service library committed to delivering quality services to a diverse community. Library services are available at three sites, including the Main Library, the Grand Avenue Branch Library, and the Gene Mullin Community Learning Center (GMCLC). Lifelong literacy services are provided by Project Read and at the GMCLC. The City currently has two openings in this classification. Applicants may apply for one or both positions.

IDEAL CANDIDATES

Project Read Family Literacy and Learning Wheels: In this position, the Literacy Services Coordinator must have excellent oral and written communication skills, exercise considerable initiative and judgement, work accurately and independently, collaborate with and support literacy and library services teams, have a solid background working with families and young children and developing informative and educational programs and services to meet community needs. Early childhood experience in collection development and program planning and presenting, including preschool story times, is highly desirable. Key elements of the position are: community outreach and program promotion to build and support program participants; grant identification, writing and reporting, with accompanying project development and budget/activities monitoring; and responsibility for curriculum development, planning, implementation and coordination or presentation of programs for children and families. This position will be based out of the Main Library in the Project Read office. Schedule is 40 hours a week, including evening and weekend hours and event participation as needed.

Gene Mullin Community Learning Center: The GMCLC is located in the heart of "Old Town" South San Francisco, providing services to a very diverse clientele; connecting community members with learning opportunities and core services is an expectation of this position. Key elements of this position are: community outreach and program participation to engage a strong learner and tutor participant base; grant identification and writing and reporting, with accompanying project development and budget/activities monitoring; and responsibility for curriculum development, planning, implementation and coordination or presentation of classes to both bilingual and monolingual adult community members, including Citizenship, Computer, and ESL classes and drop-in sessions. Schedule is 40 hours per week, including regular weekly Saturday and evening hours and event participation as needed. **Spanish language fluency is required.**

QUALIFICATIONS

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Three years of progressively more responsible professional experience in an adult literacy, adult education, or an educational setting.

Training: A bachelor's degree from an accredited college or university with major coursework in education, social science, human services, or a related field.

Licenses and Certificates: Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record, which must be maintained as a condition of employment.

Bilingual Skills: Spanish language skills are required for the GMCLC position.

The most highly suitable and qualified candidates will be invited to participate in an oral panel interview (weighted at 100%), tentatively scheduled for **the week of November 4, 2024.**

HOW TO APPLY | FINAL FILING DATE IS OCT 7, 2024 AT 5:00 P.M. OR UPON RECEIPT OF THE FIRST 100 APPLICATIONS, WHICHEVER OCCURS FIRST.

Complete online application & supplemental questionnaire:

<https://www.calopps.org/city-of-south-san-francisco>