



A Tradition of Stewardship
A Commitment to Service

COUNTY OF NAPA
Human Resources
1195 Third Street, Suite 110
Napa, CA 94559
707-253-4303

<http://www.napacountycareers.com>

INVITES APPLICATIONS FOR THE POSITION OF:

Literacy & Volunteer Services Supervisor

An Equal Opportunity Employer

SALARY

\$26.40 - \$31.64 Hourly \$2,112.00 - \$2,531.20 Biweekly \$4,576.00 - \$5,484.27 Monthly
\$54,912.00 - \$65,811.20 Annually

OPENING DATE: 06/19/13

CLOSING DATE: 07/12/13

JOB TYPE: Full Time

DEPARTMENT: Library

LOCATION: Library - 580 Coombs Street, Napa

THE NAPA VALLEY

The Napa Valley - Internationally known for its fine wines, exciting restaurants and world-class resorts, is home to 130,000 residents who share a strong sense of community and a legacy of preserving and protecting our rich agricultural heritage.

Located in the heart of California's preeminent wine region, the Napa Valley is also part of the dynamic San Francisco Bay Metropolitan Area. With its sunny Mediterranean climate and proximity to the mountains and ocean, the Valley offers residents easy access to virtually unlimited shopping, dining, cultural and recreational opportunities.

The Napa Valley's strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life provide the ideal mix of small town living and big city amenities.

COUNTY OF NAPA AS AN EMPLOYER

The County of Napa is a highly respected employer within the local community as well as throughout the region. We offer rewarding and challenging work, flexible hours, competitive salaries, a comprehensive benefits package and tremendous opportunities for career growth. At the County of Napa we truly value our employees and are committed to diversity in our family-oriented environment. This is why we are the Employer of Choice for more than 1,300 employees.

As an organization, the County is dedicated to improving the lives of our citizens and reflecting the best of the community's values: integrity, accountability, and service.

THE POSITION

Plans, organizes, coordinates and supervises the work of the literacy program and volunteer services for the Napa County Library; and develops, processes and writes grants for the literacy program.

THE RECRUITMENT PROCESS:

The minimum qualification screening is currently scheduled to take place as the applications are received. A review of qualified candidate responses to the supplemental application questions is scheduled to take place during the week of July 15, 2013. The top scoring applicants from this process will be invited to participate in the Departmental interview process, which is tentatively scheduled to take place the week of July 29, 2013. Human Resources reserves the right to make changes to the recruitment process and schedule at any time.

EXAMPLE OF DUTIES

Plan, organize and coordinate the work of the literacy program and volunteer services for the library; supervise the literacy staff by assisting with selections and promotions, conducting performance evaluations and recommending disciplinary actions and dismissals; create orientation materials and train personnel and volunteers for the literacy programs; establish procedures for literacy program and volunteer activities; create orientation and administer orientation and training materials and present them to staff, contract personnel and volunteers; explain library policies to literacy staff, volunteers, tutors, clients and the general public. Develop, write and administer grants for the literacy program; maintain categorized grant resource files; monitor line item budgets for the literacy program and for all grants the literacy program operates; monitor and evaluate the literacy program and volunteer services programs;

Implementation of policies, goals and objectives set forth by the library administration; supervise the recruitment of clients for the literacy program and counsel them as to available and appropriate programs; monitor progress of clients in the literacy program and maintain appropriate records; select materials for literacy clients' use and instructional materials for tutors and for the resource collection; coordinate and/or prepare press releases and other publicity for the literacy program and volunteer services for review by library administration; participate in public events with concurrence by library administration; speak and deliver presentations to community groups in regards to literacy programs; maintain records of the unit's activities; and, prepare written and oral reports for the California State Library and other agencies.

TYPICAL QUALIFICATIONS**KNOWLEDGE OF:**

Principles and techniques used in personnel administration including interviewing, supervising, assessing, monitoring, evaluating subordinates' work, counseling and taking corrective action..

Standard adult education teaching theories, methodologies and practices.

Principles, practices and method used in grants development and administration.

Budgetary methods and practices.

Public relations practices in public relations and information dissemination.

Group leadership principles and techniques.

Techniques used in developing and conducting training programs.

Adult literacy printed materials.

Current trends and techniques for volunteer recruitment, training and facilitation.

Principles and practices of program planning activities.

Software programs and database systems used in the provision of literacy services.

Volunteer program operations.

Community resources and outreach strategies.

SKILL TO::

Plan, organize, assign, supervise and evaluate the work of library staff and volunteer tutors.

Plan and coordinate an effective literacy and library volunteer program.

Evaluate literacy program and volunteer procedures and recommend improvements.

Assist in developing and administering approved budgets.

Develop and implement program goals and procedures.

Analyze, evaluate, write, implement and monitor grants.

Prepare and maintain clear, concise and comprehensive records and reports.

Utilize office equipment including a computer, copy machine, fax machine and printer, standard software programs and to operate audio-visual equipment.

Conduct workshops and training sessions.

Assess reading levels of students.

Deliver oral presentations to community groups.

Effectively match volunteer tutors and students.

Collect, analyze and prepare data for State grants and other reports.

ABILITY TO:

Communicate with both adults and young people.

Work independently or with minimal supervision.

Exercise good judgment, tact and diplomacy when dealing with students, co-workers, staff, volunteers and the general public.

Communicate effectively in writing and orally with individuals and groups of diverse educational, socio-economic, and cultural backgrounds.

Establish and maintain effective working relationships with library staff, community members, volunteers, students, other county departments and other literacy program staff.

Work weekends and evenings as well as a flexible daily schedule.

License or Certificate:

Possession of a valid California Driver's License.

EXPERIENCE AND EDUCATION

An individual typically gains the knowledge, skills and abilities required of this position in the following manner.

Experience:

Two years experience tutoring/teaching adult, or coordination and/or program management of a volunteer services program.

Education:

Graduation from an accredited college with a Bachelor's degree in education, English or a closely related field. A Master's degree in a field relevant to a Literacy program is desirable.

ADA Accommodation

Applicants requiring accommodation during the application and/or selection process pursuant to the Americans with Disabilities (ADA) Act should contact County of Napa Human Resources at (707) 253-4303.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.napacountycareers.com>

OR

1195 Third Street, Suite 110,
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EXAM #00539

LITERACY & VOLUNTEER SERVICES SUPERVISOR

KJ

Literacy & Volunteer Services Supervisor Supplemental Questionnaire

- * 1. Instructions for Supplemental Application Questions. The following questions comprise one of the steps in the selection process for this position and are intended to assist you in presenting your qualifications. Only the information you provide in your answers to these questions will be evaluated and scored to determine the best qualified candidates to continue in the selection process for this position. Please be complete and specific in answering the questions as your score will be based on this information. Applications submitted without responses to the supplemental questions will not be evaluated.

Although your experience and education should relate back to your application, your application and or resume will not be reviewed when scoring the supplemental questions. Therefore, please be as detailed as possible in your responses to the supplemental questions. I have read and understand the instructions presented above.

Yes No

- * 2. Please describe a broad spectrum library program you developed to meets the needs of a community with multiple socio-economic populations. Include the following information in response: A) The nature of the program. B) The populations the program served. C) The tools and methods you used to develop the program D) The tools and methods you used to evaluate the success of the program.
- * 3. Please describe your experience administering grant programs. In your answer, describe the type of grant programs with which you have experience and the dollar-value of the programs you have administered.
- * 4. Please describe your experience which has prepared you for the position of Literacy & Volunteer Services Supervisor.

* Required Question