



**CITY OF LODI
COUNCIL COMMUNICATION**

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AGENDA TITLE: Adopt Resolution Approving Job Description, Salary Range and Reclassification for the position of Literacy/Volunteer Manager

MEETING DATE: August 7, 2013

SUBMITTED BY: Human Resources Manager

RECOMMENDED ACTION: Adopt resolution approving job description, salary range and reclassification for the position of Literacy/Volunteer Manager

BACKGROUND INFORMATION: The City continues to update City job descriptions so that they are reflective of each employee's assigned job duties. In very few instances, this review has identified employees working above, or below, their current classification and thus a salary adjustment has been requested. Moreover, if an employee believes his or her job description is not current or the classification is not accurate, he or she may request Human Resources conduct a classification audit to update the job description and determine the proper classification.

This Communication requests Council approve the revised classification and salary range for one Senior Library Assistant to be reclassified to a Literacy/Volunteer Manager effective July 1, 2013 (there is one employee affected by this request). This issue was raised because the incumbent Senior Library Assistant believed she was working beyond her current classification. The incumbent currently serves as a Senior Library Assistant with principle duties of managing the Library's literacy and volunteer programs; she assumed these duties following the resignation of the previous Literacy/Volunteer Manager. Consequently, Human Resources initiated a classification review and determined that she was working beyond her current classification.

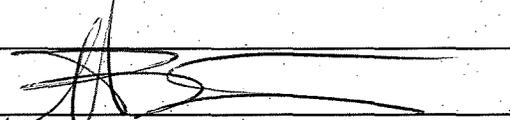
The Literacy/Volunteer Manager job description is similar to the previously titled Literacy Services Coordinator, and has the exact same salary range. That job description has been updated and retitled, and will remain part of the Mid-Management Bargaining Unit.

The Library Board has approved a recommendation to Council that this revised classification be approved.

The Literacy/Volunteer Manager salary range is \$3,624.41 - \$4,405.49 (the same salary as the previously utilized Literacy Services Coordinator). This range is 22 percent above the current range for the Senior Library Assistant. Both the Mid-Management and General Services units have approved the request to reclass one Senior Library Assistant to Literacy/Volunteer Manager.

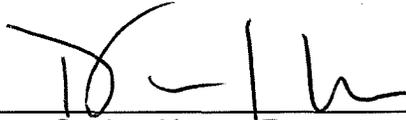
The approximate increase for the 2013-14 year is \$2,600.

APPROVED:

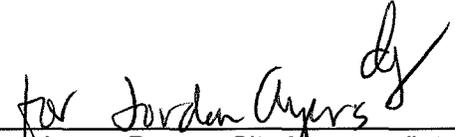

Konradt Bartlam, City Manager

FISCAL IMPACT: In the current fiscal year, the fiscal impact would be approximately \$2,600 (which includes additional expenses related to retirement costs, payroll taxes, etc).

FUNDING AVAILABLE: Funding available from the departments operating budget.



Dean Gualco, Human Resources Manager



Jordan Ayers, Deputy City Manager/Internal Services Director

CITY OF LODI

Revised ~~February~~ ^{July 2005} ~~July 2013~~ 2010

LITERACY/VOLUNTEER SERVICES COORDINATOR/MANAGER

Job descriptions are intended to present a broad and general range of duties which includes, purpose, responsibilities, and scope of work. Job descriptions are not intended to reflect all duties performed within the job.

DEFINITION

Under direction of the Library ~~Services~~ Director, ~~to plan, coordinate, supervise, organize and directs~~ the ~~Adult-Literacy/-Volunteer Services of the Lodi Public Library~~. This position ~~works closely with library management personnel to administer~~s and raises funds for ~~an the adult literacy/library literacy/volunteer programs in the City of Lodi~~. It requires strong ~~interpersonal and~~ administrative skills combined with ~~interpersonal sensitivity and tact, and~~ the ability to speak in public. ~~Performs other duties as assigned.~~

SUPERVISION RECEIVED AND EXERCISED

~~This position r~~Receives general ~~supervision~~direction from ~~the Library Director~~higher level personnel. ~~and provides~~May provide supervision to ~~clerical lower level~~ staff; ~~trained tutors and other program volunteers.~~

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

~~Under direction of the Library Services Director, directs the Adult-Literacy/Volunteer Services of the Lodi Public Library. This position works to administer and raises funds for an the adult literacy library literacy/volunteer programs. It requires strong administrative skills combined with the ability to speak in public. It requires strong interpersonal and administrative skills combined with the ability to speak in public. Performs other duties as assigned.~~

~~Assess the literacy needs of the community; develop and implement programs that meet these needs; solicit volunteers to provide services that meet the needs of the programs; assess the success of these programs; assess the success of these programs and make needed improvements in efficiency and effectiveness;~~

~~—Developsing and implementsing goals, programs, procedures and work standards for library literacy-volunteer based services; preparsing periodic reports required under grant agreements and related reports as needed including preparation and review of correspondence; r prepares and monitors an annual budget for the literacy services program and prepares financial reports as needed;~~

~~—PlanningPlans, directingdirects, and supervising-supervises the work of literacyvolunteer support staff and; volunteers, and tutors; Pplannings and implementat~~sion~~ of recruitment activities for tutorsvolunteers and students, including outreach through community organizations; letters, notices and newsletters.arranging arranges and eedinating-coordinates the training of tutors-volunteers and students~~

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including the screening, assessment and assignment of students with trained ~~tutors~~volunteers

~~—Developing and conducting tutor orientations, training, and in-service meetings, including training and introduction into the use of the computer lab for teaching literacy skills~~

~~—Developing and continuing an ongoing public awareness campaign for the program through public speaking, press releases and other media and community outreach; serving as literacy advocate in the community to promote and expand literacy services and programs; providing occasional service to patrons at public service desks;~~

~~—Preparing and monitoring an annual budget for the literacy services program and preparing financial reports as needed~~

~~—Preparing grant applications and developing ongoing funding sources for the program.~~

~~—Serving as literacy advocate in the community to promote and expand literacy services and programs~~

~~—Providing occasional service to patrons at public service desks~~

~~—Performs other duties related to the operation of the department and the City including additional duties that enable the department and City to meet the diverse needs of its community.~~

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MINIMUM QUALIFICATIONS

Knowledge of:

Current practices of ~~adult~~ literacy-- literacy principles, organization, objectives, trends, materials and services; principles and practices of program planning activities.

Instructional methods for teaching literacy skills using traditional and computerized technology; techniques used in developing and conducting training programs.

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

~~—Current trends and techniques for volunteer recruitment, training and facilitation; volunteer programs and coordinating volunteers; experience working with community groups; public relations practices and information dissemination.~~

~~—Instructional methods for teaching literacy skills using traditional and computerized technology~~

~~—Volunteer programs and coordinating volunteers~~

~~—Experience working with community groups~~

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Ability to:

~~Under direction of the Library Director, directs the Literacy/Volunteer Services. This position Administers and raises funds for the library literacy/volunteer programs. It requires strong interpersonal and administrative skills combined with the ability to speak in public. Performs other duties as assigned.~~

Administers and raises funds for the library literacy/volunteer programs; plan and coordinate an effective literacy and library volunteer program; evaluate literacy program

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and volunteer procedures and recommend improvements; assess reading levels of students; effectively match volunteer tutors and students.

Assess the literacy needs of the community; develop and implement programs that meet these needs; solicit volunteers to provide services that meet the needs of the programs; assess the success of these programs; assess the success of these programs and make needed improvements in efficiency and effectiveness;

~~—Communicate clearly both orally and in writing; maintain effective relationships with community, business and special interest groups; develop, maintain and manage a volunteer program; interact and communicate successfully with people of diverse backgrounds; accommodate a flexible schedule including evenings and weekends.~~

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~~—Maintain effective relationships with community, business and special interest groups~~

~~—Develop, maintain and manage a volunteer program~~

~~—Interact and communicate successfully with people of diverse backgrounds~~

~~● Accommodate a flexible schedule including evenings and weekends. Establish and maintain cooperative working relationships with those contacted during the course of work;~~

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EDUCATION AND EXPERIENCE

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in education, library science or a closely related field.

Experience:

Two years of professional experience working in the adult education field, preferably with experience in a literacy program. One year of experience working with community groups/organizations and/or ~~coordinating a~~ volunteer-managing programs.

LICENSES AND CERTIFICATES

Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles.

FLSA Status: Exempt

RESOLUTION NO. 2013-147

A RESOLUTION OF THE LODI CITY COUNCIL APPROVING
THE JOB DESCRIPTION AND SALARY RANGE FOR THE
POSITION OF LITERACY/VOLUNTEER MANAGER

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NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby approve the job specification for the position of Literacy/Volunteer Manager as attached; and

BE IT FURTHER RESOLVED that the salary range for Literacy/Volunteer Manager is hereby approved and shall be as follows:

LITERACY/VOLUNTEER MANAGER

Step A	Step B	Step C	Step D	Step E
\$3,624.41	\$3,805.63	\$3,995.92	\$4,194.49	\$4,405.49

Dated: August 7, 2013

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I hereby certify that Resolution No. 2013-147 was passed and adopted by the Lodi City Council in a regular meeting held August 7, 2013 by the following vote:

AYES: COUNCIL MEMBERS – Hansen, Johnson, Katzakian, Mounce,
and Mayor Nakanishi

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None


RANDI JOHL-OLSON
City Clerk

LITERACY/VOLUNTEER MANAGER

Job descriptions are intended to present a broad and general range of duties which includes, purpose, responsibilities, and scope of work. Job descriptions are not intended to reflect all duties performed within the job.

DEFINITION

Under direction of the Library Director, directs the Literacy/Volunteer Services. This position administers and raises funds for the library literacy/volunteer programs. It requires strong interpersonal and administrative skills combined with the ability to speak in public. Performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from higher level personnel. May provide supervision to lower level staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

Under direction of the Library Director, directs the Literacy/Volunteer Services. This position administers and raises funds for the library literacy/volunteer programs. Assess the literacy needs of the community: develop and implement programs that meet these needs; solicit volunteers to provide services that meet the needs of the programs; assess the success of these programs; assess the success of these programs and make needed improvements in efficiency and effectiveness;

Develops and implements goals, programs, procedures and work standards for library volunteer based services; prepares periodic reports required under grant agreements and related reports as needed including preparation and review of correspondence; prepares and monitors an annual budget for the literacy services program and prepares financial reports as needed;

Plans, directs, and supervises the work of volunteer support staff and volunteers; plans and implements recruitment activities for volunteers and students, including outreach through community organizations; arranges and coordinates the training of volunteers and students including the screening, assessment and assignment of students with trained volunteers

Developes continuing public awareness campaign for the program through public speaking and community outreach; serving as literacy advocate in the community to promote and expand literacy services and programs; providing occasional service to patrons at public service desks;

Performs other duties related to the operation of the department and the City including additional duties that enable the department and City to meet the diverse needs of its community.

MINIMUM QUALIFICATIONS

Knowledge of:

Current practices of literacy-- literacy principles, organization, objectives, trends, materials and services; principles and practices of program planning activities.

Instructional methods for teaching literacy skills using traditional and computerized technology; techniques used in developing and conducting training programs.

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

Current trends and techniques for volunteer recruitment, training and facilitation; volunteer programs and coordinating volunteers; experience working with community groups; public relations practices and information dissemination.

Ability to:

Administers

Administers and raises funds for the library literacy/volunteer programs; plan and coordinate an effective literacy and library volunteer program; evaluate literacy program and volunteer procedures and recommend improvements; assess reading levels of students; effectively match volunteer tutors and students.

Assess the literacy needs of the community: develop and implement programs that meet these needs; solicit volunteers to provide services that meet the needs of the programs; assess the success of these programs; assess the success of these programs and make needed improvements in efficiency and effectiveness;

Communicate clearly both orally and in writing; maintain effective relationships with community, business and special interest groups; develop, maintain and manage a volunteer program; interact and communicate successfully with people of diverse backgrounds; accommodate a flexible schedule including evenings and weekends.

EDUCATION AND EXPERIENCE

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in education, library science or a closely related field.

Experience:

Two years of professional experience working in the adult education field, preferably with experience in a literacy program. One year of experience working with community groups/organizations and/or managing programs.

LICENSES AND CERTIFICATES

Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles.

FLSA Status: Exempt