



**Yolo County Library**  
"We connect people and ideas"  
[www.yolocountylibrary.org](http://www.yolocountylibrary.org)

**OPEN RECRUITMENT**  
**Extra-Help Bilingual Library Associate:**  
**Adult and Family Literacy**  
**Coordinator** \$19.00 - \$23.10/hour

**This recruitment opens on January 23, 2017 and will stay open until filled.**

## **THE POSITION**

The County of Yolo is excited to announce that the Yolo County Library is currently recruiting for an Extra Help, Bilingual Spanish Library Associate: Adult and Family Literacy Coordinator, located at the Central Services Administration building in Woodland.

The Adult and Family Literacy Coordinator reports to the Central Services Manager and coordinates the Yolo Reads program as well as literacy efforts across the system to better engage and connect residents with needed resources or services. The primary duty of this position is to coordinate the California Library Literacy Services Adult & Family Literacy grant at Yolo County Library. More information about the Library Literacy grant programs can be found at [www.libraryliteracy.org](http://www.libraryliteracy.org).

This position works with a diverse team of library staff, communities and partners and is a primary contact and resource for tutors and learners while performing a variety of activities, including but not limited to, volunteer intake and management, curriculum development and literacy assessments, special program implementation, trainings, orientations, marketing and publicity, and grant management including data analysis and recording, budget spending, statistics, and demographics. This position also creates partnerships with school and community agencies and performs outreach at various events throughout the county.

Yolo County Library engages in an environment that is a source of community pride while creating a culture of respect and collaboration that focuses on strengths and customer service while fostering teamwork among staff, partners and the community.



## **THE IDEAL CANDIDATE**

The ideal candidate has a Bachelor's degree in Education or a related field, possesses skills in current and emerging technology trends, has experience working in a multilingual, multicultural environment, and experience working with different social media platforms, such as Facebook, Pinterest and You Tube.

The ideal candidate must be able to manage volunteers effectively and tactfully, develop and manage projects, assess reading ability and recommend curriculum, speak well in public and direct the work of others.

Experience in volunteer supervision, literacy programs and grant research / management are highly desired. Adaptability, leadership, ingenuity, resourcefulness, collaboration, compassion, and creativity are also welcome. Successful candidates will work up to 19 hours a week and be available on occasional nights and weekends as needed.



## **EMPLOYMENT STANDARDS**

For the Library Associate, any combination of related education and/or experience totaling at least five (5) years with at least one (1) year of experience in a mid-size or large public or private library equivalent to a Library Assistant II in the County of Yolo is qualifying. Typical ways to qualify are as follows:

**Education:** A Bachelor's Degree from an accredited college or university, preferably in Education or a library related major/program; **AND**

**Experience:** One (1) year of library experience in a mid-size or large public or private library.

**OR**

**Education:** Sixty (60) semester units or ninety (90) quarter units from an accredited college or university, preferably in library-related or Education courses; **AND**

**Experience:** Three (3) years of library experience in a mid-size or large public or private library.

For the complete list of Employment Standards, including education, experience, knowledge and abilities, visit: <http://agency.governmentjobs.com/yolococa/default.cfm>.

## **TO APPLY**

For instructions and how to apply visit: <http://agency.governmentjobs.com/yolococa/default.cfm>.

For information on the recruitment process contact: Jenny Brown, Personnel Analyst at (530) 666-8328.