



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
LITERACY COORDINATOR	39	B	5.240

Under general supervision, the Literacy Coordinator plans, organizes, coordinates, and evaluates programs, projects, and activities designed to promote and improve literacy and education for adults and pre-school age children; develops and implements a statewide master plan for literacy and provides leadership in expanding literacy opportunities, access to services and training, referral services, and public awareness.

Plan, organize, develop, and participate in communication networks among local and State agencies, community organizations, businesses, and private entities to facilitate resource sharing and cooperative initiatives related to literacy in both urban and rural areas of the State.

Research and secure external funding sources including public agencies and private organizations; write grant proposals for comprehensive statewide programs and projects; develop grant budgets, job descriptions and contracts for special services; monitor activities and expenditures; prepare and submit accountability reports according to established requirements; coordinate projects, training, and grant writing activities with other areas within the department.

Coordinate efforts with State agencies and institutions, adult education programs, businesses, local literacy providers and others to plan, develop and sponsor a variety of State, regional and local literacy training activities; provide professional expertise and technical assistance through on-site visits, telecommunications, and written correspondence.

Provide guidance as needed to public agencies and private organizations in the recruitment and training of volunteer tutors to assist adults in becoming literate and improving reading skills; research and screen training materials; participate in volunteer recognition activities.

Attend various conferences, workshops and training sessions at State, regional, and national levels to represent the State, develop communication networks, and maintain current knowledge of literacy related developments; attend and chair meetings throughout the State.

Select, train, supervise and evaluate the performance of assigned staff, volunteers and contract personnel; operate the State Literacy Resource Center and provide resources to satellite centers; supervise and participate in operating the literacy hotline and preparing publications, correspondence and reports; delegate responsibility as appropriate to ensure optimum service delivery.

Promote and publicize literacy activities by developing public service announcements, advertising, media contacts, newsletters, brochures, publications, and products.

Assist the State Librarian and the State Council on Libraries and Literacy with policy formulation, strategic planning, and development of guidelines for literacy programs.

Plan, develop, and implement methods to evaluate the effectiveness of literacy programs and projects; ensure maintenance of records and statistics; designate performance indicators to measure results of program activities and modify activities to optimize results.

Develop and administer the annual budget for literacy activities; review expenditures and assess future

requirements and priorities; prepare budget recommendations and justifications as required; monitor and approve expenditures according to established policies and budget limitations.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * A valid driver’s license is required at the time of appointment and as a condition of continuing employment.

EDUCATION AND EXPERIENCE: Master’s degree from an accredited college or university in education or a closely related field and three years of increasingly responsible experience in the development and implementation of adult education programs and activities. (See Special Requirement)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Detailed knowledge of: oral and written communication skills including public speaking and preparation of publications. **Working knowledge of:** adult learning theories and principles; adult education systems, procedures, and methods; research techniques for developing information and locating resource materials; public relations methods used to publicize programs and activities; budget preparation and control; sound management principles; operation of office and modern media equipment; goals and objectives of state and national programs and organizations promoting adult literacy. **General knowledge of:** principles of training and supervision. **Ability to:** plan, organize, and develop resources, methods, and partnerships for the delivery of literacy services and resource sharing; develop the State’s master plan for literacy; provide guidance as needed to community-based organizations that provide volunteer literacy services; establish and maintain cooperative and effective networking relationships with librarians, educators, business and community leaders and others involved in promoting adult literacy; travel extensively to various locations within and outside the State to provide or receive training and attend meetings, conferences, and other gatherings; make effective oral presentations to groups of various sizes; develop, implement, and promote tutor training opportunities; research and secure external funding sources; read, interpret, and ensure compliance with federal and State regulations; work flexible hours including evenings and weekends.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Detailed knowledge of: literacy needs and resources of the State. **Working knowledge of:** State laws, regulations and policies related to personnel and budget administration; federal and State laws, programs and services related to adult literacy; key people in federal, State and local governmental agencies and programs involved in providing literacy services. **Ability to:** independently develop and implement statewide projects and services.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

5.240

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