

THE VILLAGE OF RUIDOSO HAS AN OPENING FOR PART TIME ADULT LITERACY COORDINATOR

Classification Summary

Adult Literacy Coordinator performs responsible, paraprofessional work in the literacy area. This work involves oversight of the Lincoln County Adult Literacy Program, trains tutors for the program and works with adults. This position is a non-exempt, works under the supervision of the Library Director. Work is performed within the policies established by the Village of Ruidoso. This is a Grant Funded Part-Time position that will work a 19 hours per week on a flexible schedule as approved by the Library Director; however extended hours may be required, including some weekend work. This position must be able to adapt to flexible work schedule as established by the Library Director. This position is a non-exempt, works under the supervision of the Library Director.

Job Title Summary

The Adult Literacy Coordinator provides excellent customer service, assists adult literacy students, maintains all records for the program and provides them to the Library Director on a monthly basis. This position involves competing demands, performing multiple tasks, working to deadlines, occasional work beyond normal business hours, and responding to customer issues. The Coordinator of the Lincoln County Adult Literacy (LCAL) Program is at the Ruidoso Public Library with responsibility for the day-to-day operations of the Program as well as annual reporting and grant writing to the New Mexico Literacy Coalition.

Essential Job Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position

- Coordinate public relations with the Board of Directors of the Program
- Coordinate facilities and maintain materials inventory
- Develop, schedule, and teach tutor training sessions
- Establish files, maintain records, sort and forward mail
- Maintain data base and mailing lists on students, tutors, donors, etc.
- Monitor community literacy needs
- Prepare appropriate correspondence as needed
- Purchase, with appropriate approval, training and resource materials, equipment, etc.
- Recruit students and tutors
- Serve as liaison and coordinate activities between other literacy programs and the LCAL Program
- Seek outside sources of funding through civic organizations, grant writing, etc.
- Adult Literacy Board meetings
- Disseminate notice of meetings, minutes of the meetings and other board information
- Write annual report for Board review before submission to New Mexico Coalition for Literacy (NMCL)
- Maintain financial records and monitor budget
- Prepare annual budget for inclusion in grant to NMCL
- Write annual NMCL grant proposal
- The above statements are not a complete list of all responsibilities and duties performed by employees in this job. Employees may perform other related duties and special projects as assigned.

Other Responsibilities or Job Requirements

- Completes personal timesheet accurately and timely. Ensures time is reported based on actual time worked
- Must maintain knowledge of library computer software, Microsoft Office, and web posting.
- Reports any suspected fraud and/or abuse to the Director, Village Manager or Deputy Village Managers
- Ensures that any on-the job injury is reported immediately to Supervisor and Director.
- Ensures any reports of harassment are immediately reported so appropriate actions are taken.
- Must exercise good judgment, courtesy, and tact when dealing with customers in person and by telephone, and with proper disposition of problems.
- Must maintain professional level writing skills.
- Must be able to understand and follow procedures and guidelines.
- The above statements are not a complete list of all responsibilities and duties performed by employees in this job. Employees may perform other related duties and special projects as assigned.

Qualifications

- Bachelor's degree preferred
- Minimum High School Education or equivalent required
- Two year's tutoring experience preferred

- Bilingual preferred
- Experience training and developing staff
- Experience with standard office equipment
- Experience working with the public preferred.
- Excellent Computer and database skills required.
- Excellent communication and organizational skills required
- Ability to balance a variety of duties, prioritize, and meet deadlines
- Ability to work with minimal supervision
- Ability to relate effectively with a diverse public
- Possess demonstrated ability of personal and network computer operations within a Windows Microsoft environment, including Word, Excel, Power Point, Outlook and the web
- Knowledge of the policies, practices, and procedures of the Ruidoso Municipal Library, the Library Bill of Rights, and the Village of Ruidoso
- Ability to maintain confidentiality regarding patron information, employees and departmental functions
- Ability to exercise good judgment, courtesy and tact when dealing with customers in person and by telephone, and with proper disposition of problems
- Ability to utilize standard office equipment including computer, printer, telephone, fax machine, microfilm, lamination machine, copiers, and scanner
- Ability to understand and follow procedures and guidelines
- Must be able to pass regular criminal history checks
- Must be willing to take and pass a drug/alcohol test and comply with agency "Drug Free" Policy.
- Must possess and maintain valid New Mexico motor vehicle operator's permit of appropriate classification and endorsement as required. Must agree to maintain a satisfactory MVR and minimum requirement of insurability as required by law. MVR background checks will be conducted by the Village.

Physical Demands

- Ability to maintain physical condition and stamina appropriate to the performance of assigned duties and responsibilities which may include sitting, standing, or walking for extended periods of time, driving, riding in vehicles.
- The usual requirements require the ability to stand for three hours at a time, lift up to 25 lbs., and push a loaded book truck weighing 120 lbs.
- Work may require lifting boxes of supplies, equipment and occasional adjustment of office furniture.
- Position requires frequent bending, reaching, squatting, and lifting. The employee may occasionally work in moderately high places.
- Specific hearing abilities required by this job include computer pings and public conversation.
- Vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Work Environment

- May work weekends and evenings
- Ability to drive, occasionally long distances.
- May work a fairly irregular schedule, long hours, weekends, and holidays.
- Ability to perform duties and adapt to flexible work schedules as established by management.
- May be called when needed.
- Ability to work in stressful environment and deal effectively with stress.
- The noise level in the work environment is normally quiet to moderate pitch.

Travel Requirements

- Limited travel – ability to travel for activities such as classes, and workshops in and out of the service area.

SALARY IS \$13.29 HOURLY. AN OFFICIAL VILLAGE OF RUIDOSO APPLICATION MUST BE SUBMITTED TO THE HUMAN RESOURCE DEPARTMENT OF THE VILLAGE OF RUIDOSO, 313 CREE MEADOWS DR., RUIDOSO, NM 88345. RESUMES WILL BE ACCEPTED BUT ONLY WITH AN APPLICATION. APPLICATIONS WILL BE ACCEPTED UNTIL MONDAY AT 4:00 PM on DECEMBER 30, 2013. ALL PERSONS OFFERED ANY JOB WITH THE VILLAGE OF RUIDOSO SHALL BE DRUG/ALCOHOL SCREENED. REFUSAL TO SUBMIT TO A DRUG/ALCOHOL SCREEN WILL BE DEEMED AS A WITHDRAWAL OF APPLICATION BY THE APPLICANT.

FOR DEPARTMENTS USE ONLY:
DEPARTMENTS PLEASE FILL OUT THIS SECTION!

DATE & TIME POSTED: 12/4/13 11:30 AM RP (Initial)

DATE & TIME REMOVED: 12/30/13 4:00 PM _____ (Initial)