



CITY OF BRAWLEY

JOB ANNOUNCEMENT

DEPARTMENT: Library

POSITION: LAMBS Project Coordinator (Grant Funded)

SALARY: \$3,409.53 per month (Range 21, Step 1)

EXAM TYPE: N/A

DUTIES: See job description.

QUALIFICATIONS: A bachelor's degree in Liberal Arts or related field is required. Masters level classes and other training including workshops will be considered. Bilingual in English and Spanish is preferred.

This position requires one year experience in working in a library or a school setting and one year experience in supervising others. A minimum of two years of experience in working with Excel including building and inputting into spreadsheets. Prior experience in working in a classroom setting with children is desired. Early Childhood Education, working in non-profit organizations, and adult literacy experience is desired.

APPLY TO: Personnel – City Administration Offices
383 Main Street
Brawley, CA 92227
(760) 351-3057

APPLY BY: October 9, 2020



CITY OF BRAWLEY

CLASS TITLE: LAMBS Project Coordinator

BASIC FUNCTION: Under the direct supervision and guidance of the Library Director, the coordinator is responsible for the day-to-day operation of the unit including safety and procedures, program content, site coordination, etc.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES: This project is grant-funded and all policies and procedures from the City, Library, and funding agencies need to be adhered to. These include keeping accurate records and statistics for multiple reports; adhering to the core standards for the program; using early childhood education, school readiness and Gardner's learning styles in curriculum development; scheduling and prioritizing visits; outreach including fairs and parades, etc.; supervision and collaboration with staff; and help develop and adhere to a departmental budget.

RESPONSIBILITIES:

Ordering, maintaining inventory including stocking and processing materials, compute attrition and anticipate needs;
Forwarding appropriate paperwork for payment for materials;
Responding to phone and written requests;
Organizing and preparing materials for each site to be visited;
Using library software to track circulation and patron information and statistics;
Using Imperial County Families First Commission statistics gathering process; and
Performing general clerical duties as needed for maintenance of the program including compiling statistics, report writing, assisting in grant writing, preparing and collating reports, etc.

CRITICAL DUTIES: Complex report writing: Strong English-language writing skills are critical. Must be able to summarize information, and then add a conclusion for basic reports. For grant writing: research skills with application of information into documents; writing a discussion; finding conclusions; and creating recommendations. Ability to write an executive summary and cite references used within the document. Ability to follow directions and fulfill expected elements of the grant outline. Ability to create tables of contents; text; cite sources; create appendices and choose examples of work to include when appropriate. Fulfill other report requirements.

Excel: Must be able to create a spreadsheet, tabulate statistics, and complete reports. Other programs may be required by funding agencies.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Computer software including MS products such as Word, Excel, Outlook, etc. as well as the ability to learn library circulation software.

Curriculum development using early childhood education, school readiness and Howard Gardner's learning styles/multiple intelligences plus other brain development studies and practice.

ABILITY TO:

Plan and implement programs; Work with various agencies; Work with adults and children from various backgrounds, cultures, and with diverse abilities and interests; Fill in at times and present storytimes and other public presentations as needed; Supervise staff which include a lead presenter and a driver/clerk. Work independently.

EDUCATION AND EXPERIENCE:

A bachelor's degree in Liberal Arts or related field is required. Masters level classes and other training including workshops will be considered. Bilingual in English and Spanish is preferred.

This position requires one year experience in working in a library or a school setting and one year experience in supervising others. A minimum of two years of experience in working with Excel including building and inputting into spreadsheets. Prior experience in working in a classroom setting with children is desired. Early Childhood Education, working in non-profit organizations, and adult literacy experience is desirable

WORKING CONDITIONS:

ENVIRONMENT:

The vehicle is approximately 32' by 8' and may be filled with many people at one time. Some of the conditions that one may be exposed to include:

- Car or motion sickness

- There are steps and staff needs to climb into the driver's area seat

- There will be diesel and road fumes

- Outdoor work will be needed in all kinds of weather.

The other main workspace is a typical office environment with typical machines including computers as well as shelving and boxes for storage.

PHYSICAL DEMANDS:

Staff may need to:

- Climb steps

- Crawl over the center console to reach the driver or passenger seats

- Climb a stool or ladder to assist in moving mirrors, etc.

- Crawl on the ground in order to access the storage underneath the unit

- Reach and perform other motions to set up the awning, puppet stage, table, chairs, etc.

- Carry boxes up to 30 pounds

- Check the engine's fluids and batteries, etc.

Working with children may involve assisting them on stairs, lifting, stooping and or kneeling to their height, etc.