

**CITY OF REDWOOD CITY
PROJECT READ ASSISTANT**

DEFINITION

Under general supervision, perform a wide variety of difficult and responsible clerical duties; promote the awareness of a volunteer-based English-Literacy Tutoring Program for learners and tutors in the Project READ program.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class are expected to exercise considerable independence of judgment and discretion within established guidelines. Incumbents may provide direction to volunteers.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from higher level library personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. Act as receptionist; answer the telephone and wait on the general public, signing up learners, registering tutors for trainings.
2. Assist Project READ as a whole; be familiar with all Literacy Programs, including policies and procedures and share that information as needed.
3. Perform a wide variety of clerical work including filing.
4. Compile data and prepare summary activity reports and other statistics.
5. Assist in purchasing materials for use by tutors in teaching learners enrolled in the program.
6. Assist in consulting with tutors and learners individually and in groups to answer their questions and help them resolve difficulties, which they may encounter.
7. Assist in monitoring learners' and tutors' progress, keep records of volunteer hours worked, and schedule learner assessments and reassessments.
8. Assist in tutor training workshops as needed.
9. Assist and contribute to publicity vehicles such as brochures, flyers, newsletters, etc.

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10. Schedule assessments and reassessments.

11. May drive a City Van to transport students involved in the Project READ program.

OTHER JOB RELATED DUTIES

1. Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Library practices and procedures, and the location of materials in the libraries.

General types and uses of library materials; basic library terminology and services.

Modern office procedures and methods.

Basic mathematical principles.

General department policies and procedures.

Ability to:

Perform a variety of library technical and clerical work with speed and accuracy.

Communicate clearly and concisely, both orally and in writing.

Follow oral and written instructions.

Operate basic library equipment.

Operate a motor vehicle safely.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Work independently.

Work a variety of hours, including weekend and evening hours.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

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Experience:

One year of experience performing general clerical or related work in a library or public service organization.

Training:

Equivalent to completion of the twelfth grade. College training may be substituted for the required experience on the basis of one year of college being equivalent to six months of experience.

License or Certificate:

Possession of, or ability to obtain, a valid California Class C driver's license and have a satisfactory driving record.

Effective Date: January 14, 2008

Bargaining Group: Service Employees' International Union – Local 521