



RESOLUTION NO. 016-2011

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

WHEREAS, the Library has received funding from First 5 El Dorado for early literacy programs and services for children 0-5 years old at library branches and other sites throughout the County; and

WHEREAS, the Library, in conjunction with the Department of Human Resources, has determined that current Library job classifications are not sufficient to adequately support early literacy programs and services; and

WHEREAS, the Library and the Department of Human Resources recommend creation of a specialist classification to provide early literacy program and service support; and

WHEREAS, the Library and the Department of Human Resources recommend adding 4.0 FTE Early Childhood Literacy Specialists; and

WHEREAS, the County has advised the bargaining representatives of the proposed class specification, and proposed salary range equivalent to Senior Library Assistant, and bargaining unit as set forth below; and

WHEREAS, in accordance with Section 203 of the El Dorado County Compensation Administration Resolution #227-84 applicable to represented employees, and Section 601 of the Salary and Benefits Resolution #323-2001 applicable to unrepresented employees, the Board of Supervisors shall by Resolution establish the salary for all authorized positions within the County; and

WHEREAS, in accordance with Section 202 of the El Dorado County Compensation Administration Resolution #227-84 applicable to represented employees, and Section 501 of the Salary and Benefits Resolution #323-2001 applicable to unrepresented employees, the Board of Supervisors shall by Resolution specify the number and classification of all authorized positions of each department of the County.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of El Dorado approves the new job specification, implements the designated bargaining unit and adopts the salary range for Early Childhood Literacy Specialist as listed below;

BE IT FUTHER RESOLVED that the Authorized Personnel Allocation Resolution #151-2010, as amended, is hereby amended as set forth below:

Class Number	Class Title	Step 1	Step 2	Step 3	Step 4	Step 5	Bargaining Unit
7607	Early Childhood Literacy Specialist	14.35	15.07	15.82	16.61	17.44	GE
		2487.33	2612.13	2472.13	2879.06	3022.93	

Department	Class No.	Class Title	Departmental Total Positions			
			Allocated	Filled	Proposed	Grand Total
Library	7607	Early Childhood Literacy Specialist	0.0	0.0	+4.0	4.0

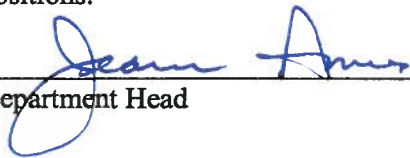


 Director of Human Resources

1/19/11

 Date

Department Head confirms that the above represents the department's current and proposed allocation of positions.



 Department Head

1/20/11

 Date

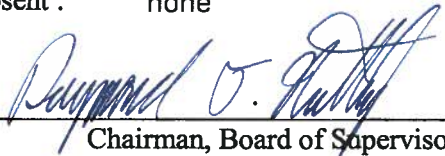
PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the 1 day of February, 2011, by the following vote of said Board:

Attest:
 Suzanne Allen de Sanchez
 Clerk of the Board of Supervisors

Ayes: Knight, Briggs, Sweeney, Nutting, Santiago
 Noes: none
 Absent: none

By: 

 Deputy Clerk



 Chairman, Board of Supervisors
 Raymond J. Nutting

I CERTIFY THAT:
 THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.

Attest: Suzanne Allen de Sanchez, Clerk of the Board of Supervisors of the County of El Dorado, State of California.

By: _____ Date: _____
 Deputy Clerk

EARLY CHILDHOOD LITERACY SPECIALIST

DEFINITION:

Under direction, performs complex early childhood literacy paraprofessional duties, for the County Library's First 5 El Dorado Early Literacy Program, provides direct instruction to children and adults in the area of early childhood literacy, conducts programs within the scope of the First 5 Program; plans, manages, administers, implements and evaluates the County Library's First 5 Program.

DISTINGUISHING CHARACTERISTICS:

This is a technical paraprofessional specialist in the area of early childhood literacy, within the guidelines of the First 5 El Dorado Early Literacy Program. This position shall implement strategies in early literacy educational activities; provide outreach and early literacy support to early childhood education sites and other community sites; maintain and strengthen partnerships with other initiatives in the community; and complete the goals and objectives of the First 5 Program. Successful performance of the work requires the use of independence, initiative and discretion within established guidelines. This class is distinguished from the Library Assistant classification series in that this classification is a specialist classification performing early literacy paraprofessional duties within the scope of the First 5 Program. This class is further distinguished from the Library Technician classification in that the latter classification performs routine computer installation, maintenance, and basic network support.

EXAMPLES OF DUTIES (Illustrative Only)

- Plan and present early literacy programs and activities for children 0-5 and their families, including Let's Read Together, Mother Goose on the Loose, Spanish Storytime, Preschool Storytime, and other educational programs at designated sites.
- Select and distribute books and other literacy materials, as needed, to families in the literacy program.
- Register participants for program and input information into database.
- Design and implement age-appropriate art and craft activities to develop motor skills.
- Design and distribute promotional materials.
- Plan and conduct instructional library tours for teachers, caregivers and children and youth.
- Participate in staff meetings and training as required.
- Create inviting/informational library and book displays.
- Order and maintain needed quantities of materials for programming, registration, book bags and books.
- Promote community partnerships that connect families with local professionals that support healthy development of young children and provide opportunities to network with other parents of young children.
- May conduct circulation activities including checking library materials in and out, registering and issuing cards, explaining county library circulation policies and procedures.
- May respond to requests for information and materials, and provides such reference information as possible about general library operations as well as the First 5 Program.
- Maintains records and files relating to the First 5 Program, as well as general library operations.
- Promotes the County's First 5 Program through various media, creates media campaigns and content.
- Prepares regular financial, statistical and narrative reports.

QUALIFICATIONS

Knowledge of:

- General early childhood literacy pedagogy.
- Books, authors and general reference sources, including children's literature.
- General public library services, organization and functions, including the technical library support area.
- Basic public desk etiquette, telephone etiquette and communication skills.
- Automated library systems, general computer operations and/or word processing and desktop publishing software.
- Business arithmetic, including percentages and decimals.

Early Childhood Literacy Specialist

Page 2

- English usage, spelling, grammar, and punctuation; some positions may require fluency in Spanish as well as in English.
- Standard office practices and procedures, including the use of standard office equipment.
- Planning, assigning, directing and reviewing the work of other library staff.

Skill in:

- Working with children 0-5 years of age.
- Maintaining clear, concise, and accurate records and files
- Preparing statistical and financial reports.
- Exercising sound independent judgment within designated areas of responsibility.
- Interpreting and applying library procedures and policies.
- Dealing tactfully and effectively with a variety of individuals, including patrons, library staff and the general public.

Minimum Qualifications:

Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

One year of paraprofessional experience at the County's equivalent of a Library Assistant II, or, one year of experience planning, developing, and implementing preschool or other early literacy programs and early education curriculum.

Possession of an Associates degree in the areas of early childhood education, early childhood literacy, library science, child psychology, or general education is desirable. Possession of a Bachelor's degree in early childhood education, early childhood literacy, child psychology, library science or closely related field may be substituted for the required experience.

Other Requirements:

Must possess a valid driver's license. Individuals who do not meet this requirement due to physical disability will be reviewed on a case by case basis. Must be willing to work at various branches as assigned. Must be willing to work evenings and weekends as required. Fluency in Spanish may be required.