GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: JUNE 14, 2013
CLOSING DATE: JULY 3, 2013

DEPARTMENT: **Library District**

POSITION: **Early Literacy Community Liaison**

LOCATION: **Globe**

JOB CODE: **13-065**

TEMPORARY/PART-TIME POSITION

HOURLY SALARY: **$17.25 PER HOUR**

NATURE OF WORK

The primary responsibilities of the individual in this position are to develop and coordinate outreach activities for early literacy promotion to parents of children ages birth to five years. This includes taking the early literacy experience to populations that do not have direct access to a library facility, promoting library services and resources to community groups, with an emphasis on early literacy and reading.

DUTIES AND RESPONSIBILITIES:

- Maintains patron confidentiality in compliance with Arizona state law.
- Conducts early literacy outreach for parents/caregivers of children, birth to five years.
- Develops and implements a plan for providing outreach services for assigned areas of Gila County by working closely with the County Librarian.
- Works with schools, daycares, WIC, Head Start, teen parenting groups, Boys & Girls Club, and other community organizations that serve children to promote early literacy. The critical age group of focus is on birth to five years.
- Is aware of other community entities providing services to children and coordinates activities as appropriate. The focus is on entities that provide service to birth to five years of age.
- Seeks out opportunities and makes early literacy presentations to community groups. Focus on groups that include target populations.
- Works closely with County Librarian planning distribution of informational early literacy brochures and registers children for the Imagination Library Book Program.
- Prepares monthly reports and forwards as directed.
- Performs other related and necessary duties as assigned.
- Reports to County Librarian, Library Assistant Senior.

WORKING ENVIRONMENT:

Must be capable of traveling to and from various work locations when promoting/delivering program services; depending on area of assignment subject to varying post or job site assignments. May be exposed to variable weather conditions, work involves standing, walking, driving, and may require lifting up to 50 pounds.

EMPLOYMENT STANDARDS:

Education and/or experience in early literacy programming. Proficiency with word processing and email. Ability to work with limited supervision, with an aptitude for detailed work and proficiency in prioritizing tasks. Extensive knowledge of the local Community is necessary. A valid Arizona Driver's License and a vehicle to do site visits.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.