

CITY OF SOUTH SAN FRANCISCO
EMPLOYMENT OPPORTUNITY

Applications are being accepted for the position of:
Literacy Program Manager

City of South San Francisco • Human Resources Department • 650.877.8522 • www.ssf.net • EOE

DEADLINE TO APPLY | WEDNESDAY, AUGUST 13, 2025 AT 5:00 P.M. OR UPON RECEIPT OF THE FIRST 100 QUALIFIED ONLINE APPLICATIONS, WHICHEVER OCCURS FIRST.
For detailed information and to apply online, go to: www.calopps.org



SALARY: \$121,638.00 - \$147,825.00 Annually

The South San Francisco Public Library is a full-service library committed to delivering quality services to a diverse community. Library services are available at three sites, including the Main Library (901 Civic Campus Way), the Grand Avenue Library (306 Walnut Avenue) and the Gene Mullin Community Learning Center (520 Tamarack Lane). Lifelong literacy services are provided by Project Read at the Main Library and the Gene Mullin Community Learning Center (GMCLC).

THE POSITION | This position manages core library literacy services over several program areas that include one-on-one adult tutoring, ESL, Computer and Citizenship instruction and programs, family literacy outreach and activities including our early literacy outreach van, afterschool homework program for a local Title I school, and literacy programs that cross many interest areas such as computer literacy, civic literacy, financial literacy. Library literacy services are based out of the SSF Main Library and the Gene Mullin Community Learning Center and are embedded in general library services, supporting community members in their reading, learning, civic engagement and personal literacy goals. Bilingual skills are preferred but not required.

SELECTION PROCESS | The process will first consist of a review of application materials, including responses to supplemental questions, which must be detailed and complete. Applicants whose submitted application materials demonstrate knowledge, skills and abilities in the best alignment with the required and desired qualifications of this position will be selected to participate in the next phase of the qualification and selection process, which will include an oral panel interview, tentatively scheduled for **Wednesday, September 10, 2025**. Following this examination, the top scoring candidates will be invited to a final selection interview with the hiring department.

Possession of minimal qualifications does not guarantee advancement in the selection process and placement on the eligible employment list.

QUALIFICATIONS | *Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience: Three years of progressively more responsible professional experience in an adult or family literacy or educational setting; two years experience in a supervisory position over primary staff, project supervision and grant administration.

Training: A bachelor's degree from an accredited college or university in education, public administration, or a related field.

Licenses and Certificates: Possession of an appropriate, valid California driver's license and a satisfactory driving record, which must be maintained as a condition of employment.

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<https://www.calopps.org/city-of-south-san-francisco>