

CITY OF SOUTH SAN FRANCISCO EMPLOYMENT OPPORTUNITY

Applications are being accepted for the position of:

Literacy Services Coordinator

Bilingual - Spanish

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

DEADLINE TO APPLY | MONDAY, MAY 5, 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: \$87,547.00 - \$106,412.00 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, the Grand Avenue Branch Library, and the Gene Mullin Community Learning Center (GMCLC). Lifelong literacy services are provided by Project Read at the Main Library and the Gene Mullin Community Learning Center (GMCLC).

THE POSITION | The Gene Mullin Community Learning Center (GMCLC) is located in the heart of “Old Town” South San Francisco, providing services to a very diverse clientele; connecting community members with learning opportunities and core services is an expectation of this position. Key elements of this position are: community outreach and program participation to engage a strong learner and tutor participant base; grant identification and writing and reporting, with accompanying project development and budget/activities monitoring; and responsibility for curriculum development, planning, implementation and coordination or presentation of classes to both bilingual and monolingual adult community members, including Citizenship, Computer, and ESL classes and drop-in sessions. In this position, the Literacy Services Coordinator must have excellent oral and written communication skills, exercise considerable initiative and judgement, work accurately and independently, collaborate with and support literacy and library services teams, and have a solid background in working with community and developing educational and informative programs and services to meet community needs. Schedule is 40 hours per week, including regular weekly Saturday and evening hours and event participation as needed.

SELECTION PROCESS | The process will first consist of a review of application materials, including responses to supplemental questions, which must be detailed and complete. A resume must be included but *does not* substitute for a completed application. The most highly suitable and qualified candidates will be invited to participate in an oral panel interview (weighted at 100%), tentatively scheduled for **the week of June 2, 2025**.

Possession of minimal qualifications does not guarantee advancement in the selection process and placement on the eligible employment list. Top scoring candidates will be invited to the next phase of the selection process which will consist of a departmental interview.

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 literacy, adult education, or an educational setting.

Training: A bachelor's degree from an accredited college or university with major coursework in education, social science, human services, or a related field.

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

Bilingual Skills: Spanish language fluency is required.

HOW TO APPLY:

**FINAL FILING DATE IS MAY 5, 2025 AT 5:00 P.M.
OR UPON RECEIPT OF THE FIRST 100
APPLICATIONS, WHICHEVER OCCURS FIRST.**

Apply online via CalOpps:

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