

CITY OF SOUTH SAN FRANCISCO  
**EMPLOYMENT OPPORTUNITY**

Applications are being accepted for the position of:  
***Literacy Services Coordinator***

City of South San Francisco • Human Resources Department • 650.877.8522 • [www.ssf.net](http://www.ssf.net) • EOE

**DEADLINE TO APPLY | FRIDAY, JUNE 12, 2026 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](http://www.calopps.org)**

**SALARY: \$91,062.00 - \$110,676.00 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).

**IDEAL CANDIDATE |** The ideal Literacy Services Coordinator is a detail-oriented professional with experience in literacy, education, or human services. They are skilled in coordinating programs, supporting learners and volunteers, and delivering high-quality, learner-centered services to diverse communities. This individual demonstrates strong judgment, initiative, and the ability to manage multiple priorities while working both independently and collaboratively. They are effective communicators who build strong partnerships with staff, community organizations, and participants, and are comfortable assessing learner needs, supporting instruction, and facilitating training. The ideal candidate is organized, with the ability to maintain accurate records, track outcomes, and ensure compliance with program requirements. They are experienced with grant-funded programs, including the ability to support grant writing efforts, monitor expenditures, collect and report data, and ensure compliance with applicable grant requirements and regulations. Schedule is 40 hours per week, typically Monday through Friday. Occasional irregular hours, including nights and weekends, may be required based on operational needs.

**SELECTION PROCESS |** The process will first consist of a review of application materials, including responses to supplemental questions, which must be detailed and complete. The most highly suitable and qualified candidates will be invited to participate in an oral board interview (weighted at 100%), tentatively scheduled for **Tuesday, June 30, 2026.**

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

**HOW TO APPLY:**

**FINAL FILING DATE IS FRIDAY, JUNE 12, 2026  
OR UPON RECEIPT OF THE FIRST 100  
APPLICATIONS, WHICHEVER OCCURS FIRST.**

Apply online via CalOpps:

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