

**Agenda Item  
No.**

F-1

DATE SUBMITTED August 22, 2022

SUBMITTED BY Ember Haller

DATE ACTION REQUIRED August 23, 2022

COUNCIL ACTION (X)  
 PUBLIC HEARING ( )  
 REQUIRED  
 RESOLUTION ( )  
 ORDINANCE 1<sup>ST</sup> READING ( )  
 ORDINANCE 2<sup>ND</sup> READING ( )  
 CITY CLERK'S INITIALS ( )

**IMPERIAL CITY COUNCIL  
AGENDA ITEM**

<p><b>SUBJECT:</b> DISCUSSION/ACTION: FULL-TIME LIMITED-TERM LITERACY COORDINATOR</p> <ol style="list-style-type: none"> <li>1. Reclassification of two part-time limited-term literacy coordinator positions to one full-time limited-term literacy coordinator position for the difference of \$10,739.35</li> <li>2. Establishment of FTE limited-term literacy coordinator classification at Range 60 on the Teamsters Local Union 542 Salary Schedule</li> </ol>	
<p>DEPARTMENT INVOLVED: <u>Community Services</u></p>	
<p>BACKGROUND/SUMMARY:</p> <p>The Imperial Public Library was awarded a total of \$184,798 in funding through the California State Library for the Stronger Together Early Learning and Stronger Together Out of School Time grants. The 2022-2023 municipal budget includes two part-time limited-term literacy coordinator positions funded through the grant. The salary for each position is budgeted for \$20,800 each, total of \$41,600, to manage the projects. It has been determined that one full-time limited-term coordinator is more effective to manage the two state grants. Administrative Services calculated the cost of a fully burdened full-time position at \$52,339.35 for the remainder of the fiscal year. This includes salary and benefits. The difference to reclassify the two part-time literacy coordinator positions to one fully burdened full-time literacy coordinator position is \$10,739.35. The difference to fund one full-time position will be funded through the two grants.</p>	
<p>FISCAL IMPACT: \$52,339.35 for remainder of FY 22-23. There will be no negative impact to the general budget.</p>	<p>FINANCE INITIALS </p>
<p>STAFF RECOMMENDATION:</p> <p>Staff recommends City Council to adopt the reclassification of the two part-time limited-term literacy coordinator positions to one full-time limited-term literacy coordinator position for the difference of \$10,739.35.</p> <p>Staff recommends City Council to approve the establishment of FTE limited-term literacy coordinator classification at Range 60 on the Teamsters Local Union 542 Salary Schedule.</p>	<p>DEPT. INITIALS </p>
<p>MANAGER'S RECOMMENDATION:</p>	<p>CITY MANAGER'S INITIALS </p>
<p>MOTION:</p> <p>SECONDED: APPROVED ( ) REJECTED ( )              AYES: DISAPPROVED ( ) DEFERRED ( )              NAYES:              SENT: REFERRED TO:</p>	

**CITY OF IMPERIAL  
TEAMSTERS SALARY SCHEDULE  
FISCAL YEAR 2022 - 2023**

<u>RANGE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>	<u>10 YR STEP 8</u>
65	16.65	16.64	17.47	18.35	19.27	20.23	21.24	22.30
66	16.26	17.08	17.91	18.81	19.75	20.73	21.77	22.86
67	16.65	17.49	18.36	19.28	20.24	21.25	22.32	23.43
68	17.07	17.92	18.82	19.76	20.76	21.79	22.87	24.02
69	17.50	18.37	19.29	20.25	21.27	22.33	23.45	24.62
70	17.93	18.83	19.77	20.76	21.80	22.89	24.03	25.23
71	18.38	19.30	20.27	21.28	22.34	23.46	24.63	25.86
72	18.84	19.78	20.77	21.81	22.90	24.05	25.25	26.51
73	19.31	20.28	21.29	22.36	23.47	24.65	25.88	27.17
74	19.79	20.78	21.82	22.91	24.08	25.26	26.53	27.85
75	20.29	21.30	22.37	23.48	24.66	25.89	27.19	28.58
76	20.80	21.84	22.93	24.07	25.28	26.54	27.87	29.26
77	21.32	22.38	23.50	24.68	25.91	27.21	28.57	29.99
78	21.85	22.94	24.09	25.29	26.56	27.89	29.28	30.74
79	22.40	23.52	24.69	25.93	27.22	28.58	30.01	31.61
70	22.88	24.10	25.31	26.57	27.89	29.30	30.76	32.30
71	23.53	24.71	25.94	27.24	28.60	30.09	31.53	33.11
72	24.12	25.32	26.59	27.82	29.32	30.78	32.32	33.94
73	24.72	25.96	27.25	28.62	30.05	31.65	33.13	34.78
74	25.34	26.61	27.94	29.33	30.80	32.34	33.98	35.65
75	25.97	27.27	28.63	30.07	31.57	33.15	34.81	36.55
76	26.62	27.95	29.35	30.82	32.36	33.98	35.68	37.46
77	27.29	28.68	30.08	31.69	33.17	34.83	36.57	38.40
78	27.97	29.37	30.84	32.38	34.00	35.70	37.48	39.38
79	28.67	30.10	31.61	33.19	34.85	36.59	38.42	40.34
80	29.39	30.85	32.40	34.02	35.72	37.60	39.38	41.35

<u>POSITION</u>	<u>RANGE</u>
Accounting Assistant I	57
Accounting Assistant II	61
Accounting Assistant III	66
Administrative Assistant	60
Building Inspector I	75
Building Inspector II	77
Building Service Worker	60
Code Enforcement Officer	69
Community Development Technician	57
Crew Leader Parks	65
Crew Leader Public Services	63
General Maintenance Technician I	64
General Maintenance Worker I	57
General Maintenance Worker II	60
General Maintenance Worker III	64
General Office Clerk	57
Library Technician	57
Maintenance Electrician	76
Planner I	75
Planner II	77
Planning Technician	57
Recreation Specialist	60
Wastewater Operator I	71
Wastewater Operator II	74
Wastewater Operator III	80
Wastewater Operator Trainee I (OIT I)	60
Wastewater Operator Trainee II (OIT II)	64
Water Operator I	71
Water Operator II	74
Water Operator III	80
Water Operator Trainee I (OIT I)	60
Water Operator Trainee II (OIT II)	64

2.5% COLA Per Union Contract(s)  
Effective July 16 payday

**CITY OF IMPERIAL**  
**JOB DESCRIPTION**  
**LITERACY COORDINATOR**

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**DEFINITION:**

Under the direction of the Library Administrator, plan, organize, coordinate and implement the Library's literacy program; train, supervise and evaluate the performance of volunteer tutors; assist in obtaining and maintaining grants; prepare and maintain a variety of narrative and statistical reports, records and files.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, organize, coordinate and implement the Library's literacy program; assess literacy levels for incoming learners; conduct literacy intake sessions; select and maintain literacy collections for assigned program.
- Assist in obtaining and maintaining grants; complete required paperwork; ensure programs comply with grant requirements.
- Provide technical information and assistance to the Library Administrator regarding assigned functions and literacy program; assist in formulating and developing policies, procedures and literacy programs.
- Train, supervise and evaluate the performance of volunteer tutors; match volunteer tutors with learners and select materials for volunteer trainings and tutoring sessions; conduct classes and tutoring in the absence of volunteer tutors.
- Prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities; track and analyze data.
- Develop and update forms for literacy program and worksheets for learners and volunteer tutors.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs; resolve issues and conflicts and exchange information.
- Develop and maintain website for assigned literacy program.
- Input a variety of data into an assigned computer system; initiate queries and manipulate data.
- Operate standard office equipment including a computer and assigned software program.
- Attend and conduct a variety of meetings as assigned; coordinate community outreach events to promote literacy program.

**OTHER DUTIES:**

- Perform related duties as assigned. Implement Early Learning Program to connect children, youth, families and caregivers with the services they need to thrive, by building an early learning hub and wraparound services to strengthen at-risk families, promote wellness and deliver a range of important early learning opportunities.

**REQUIRED QUALIFICATIONS:**

**Education and Experience:**

- Any combination equivalent to: Bachelor's degree in English or related field and one (1) year experience working with literacy or related instructional programs.

**Licenses and other Requirements:**

- N/A

**Knowledge of:**

- Planning, organization, coordination and implementation of literacy programs.
- Principles and practices of supervision and training.
- Grant writing principles and techniques.
- Interpersonal skills using tact, patience and courtesy.

**Ability to:**

- Plan, organize, coordinate and implement the Library's literacy program.
- Train and supervise volunteer tutors.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Assist in obtaining and maintaining grants.
- Operate standard office equipment including a computer and assigned software.
- Work independently with little direction.
- Prepare comprehensive narrative and statistical reports.
- Assess learner reading and literacy levels.
- Collect and analyze data.

**WORKING CONDITIONS:**

**Work Environment:**

- Indoor/Library environment.
- Fast-paced environment with changing priorities.
- Variable hours including evenings or weekends.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing and pulling moderately objects as assigned by the position.
- Reaching overhead, above the shoulders and horizontally.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.