

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Project Specialist - AmeriCorps**

Dept: **Outreach Services**

Job Code Number: **10401**

Reports to: **Outreach Services Manager**

Grade Number: **13, Non-represented**

Effective Date: **January 2006**

FLSA Status: **Exempt**

General Position Summary:

Manage the AmeriCorps literacy instruction services program on behalf of KCLS. Recruit and train volunteer staff and administer the AmeriCorps grant.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Manage the recruitment and selection processes for Literacy\*AmeriCorps, including recruitment, application screening, interviewing, selection assistance, reference checking, and hiring.
2. Respond to questions, interpret policy, and counsel site managers on work-related issues and concerns. Resolve personnel problems and grievances.
3. Provide general and specific supervision and support to AmeriCorps members and site supervisors as needed. Take corrective action as necessary to redirect, retrain or remove AmeriCorps members from assignments as appropriate. Provide overall guidance and assistance to AmeriCorps members as needed.
4. Prepare and administer the Literacy\*AmeriCorps budget and track actual expenses.
5. Administer the AmeriCorps grant including grant writing, adhering to the stipulations set forth in the grant, and preparing quarterly reports on activities and expenditures. Perform general administrative functions associated with managing the AmeriCorps members including items such as tracking hours, report preparation, expenditure recaps, and file maintenance.
6. Establish and implement a training program for AmeriCorps members including: developing training program content, obtaining trainers, conducting general orientation, arranging for site-specific training and on-going training as a means of assuring that program objectives are being met.
7. Participate in community outreach programs in support of recruitment to locate and hire qualified staff and members into Literacy\*AmeriCorps.
8. Develop and implement short and long range plans for the Program. Work with KCLS management and the advisory board in plan development and problem solving activities.

Secondary Duties:

1. Conduct incidental clerical duties associated with program activities.
2. Perform other related duties as required or as assigned.

Communication:

The position has continuous contacts with volunteers, site supervisors, AmeriCorps staff, and outside service providers. Contacts occasionally contain discussion about confidential or sensitive matters.

Initiative:

The position is responsible for developing policies and procedures that apply to the AmeriCorps program. The position is responsible for solving problems within the department and with the volunteer staff and is responsible for developing new ideas and services to enhance the program and those it serves. The position involves a high degree of complexity considering the variety of demands placed on it, the need to supervise volunteers at remote sites and assuring compliance with KCLS policies and government regulations. The position operates independently with minimal supervision. Work is recurring with occasional variation from the norm. Decisions are typically made within general organizational policy constraints and guidelines.

Accountability:

The position encounters regular interruption requiring some flexibility. The position is regularly involved with planning and goal setting for the department and decisions made have impact across a limited number of work units. The Program Supervisor, site supervisors, program participants, the business office and KCLS management regularly check work.

Leadership:

The position is responsible for mentoring as a manager and takes a leadership role in modeling and promoting KCLS values within the community.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- The position requires a Bachelor's degree in education, social services, or administration plus classroom training specific to the program managed.
- The position requires 1-2 years of supervisory and program management experience.

Necessary Knowledge, Ability and Skills:

- Considerable knowledge of the AmeriCorps program, its purpose, its objectives and its operations.
- Considerable knowledge program management.
- Working knowledge of budget preparation and administration.
- Considerable knowledge of the principles of interpersonal relationships.
- Considerable knowledge of English and math.
- Working knowledge of principles of supervision and management.

Ability to:

- Effectively manage AmeriCorps members and staff to maximize their effectiveness.
- Facilitate group discussions and make presentations.
- Evaluate departmental/program effectiveness and plan and implement changes as needed.
- Apply interpersonal relationship skills in working with a variety of groups and individuals. Work effectively in an advisory/consulting role to site managers, supervisors, and employees.
- Establish and implement departmental goals and objectives.
- Use diplomacy and tact to establish and maintain relationships with KCLS staff, AmeriCorps members, site officials and peers.
- Clearly and succinctly communicate ideas and thoughts both verbally and in writing.
- Develop and administer budgets.
- Communicate effectively with a diverse population.

Skill in:

- Effectively communicating (both verbally and in writing) with and persuading individuals whose objectives may not coincide with those of the program.
- Using discretion and sound judgment when dealing with potentially sensitive personnel and/or organizational issues.
- The use of computer software and hardware.
- Establishing and maintaining good relationships with the organizations served.
- Providing positive leadership to the volunteer workforce.
- Developing and training volunteer staff members.

**SPECIAL REQUIREMENTS**

None

**PHYSICAL DEMANDS**

The position requires constant listening and use of visual senses. The position involves frequent sitting, keyboarding and talking.

## WORK ENVIRONMENT

Work is performed in a normal office environment but the job incumbent may be required to travel to various sites in the execution of managerial responsibilities and/or to maintain or build positive customer relations.

### Advancement Possibilities:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: \_\_\_\_\_  
HR Manager

Final: 7/30/01  
Revised: 1/11/06