

LEARNING CENTER TECHNICIANDEFINITION

Under general supervision, performs responsible supervisory and clerical work in the administration of the AmeriCorps Program.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Develops and implements administrative procedures to ensure compliance with grant requirements. Schedules, assigns and instructs part-time clerical staff. Participates in joint planning and implementation sessions with AmeriCorps management team. Sets up, maintains and updates AmeriCorps information and administrative files. Prepares enrollment and other informational materials. Schedules and meets with AmeriCorps members to complete enrollment process and orientation (includes health and child care benefit information and enrollment). Oversees payroll, daily attendance and activity log compilation for members at all AmeriCorps sites (including school as well as library sites). Oversees invoice receipt and preparation for charge back to grant for reimbursements. Communicates and meets with site supervisors to ensure understanding of and compliance with administrative procedures. Monitors budget expenditures and orders, receives and reconciles supply and material orders for learning centers. Plans and prepares displays, exhibits, and posters used for information and publicity purposes. May develop, supervise and participate in AmeriCorps member training sessions. May supervise and participate in Learning Center programs. May assist with operations of the Learning Centers. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is a high level clerical class in the library system. The work performed is all subprofessional and regulated by strict administrative guidelines. This class differs from Library Technician in that the Learning Center Technician's duties are focused on the administration of a grant program, particularly clerical procedures and documentation requirements, whereas the Library Technician's duties are more centered on the day-to-day operations of a section or unit in the Library.

MINIMUM BASIC QUALIFICATIONS

Two years of clerical experience in a library system, supplemented by grant administrative experience, or any equivalent combination of experience and training which provides the following knowledge, skills, and abilities:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: general clerical and bookkeeping procedures; principles and practices of grant administration.

Skill in: the operation of standard office equipment and a personal computer; word processing and spreadsheet applications.

Ability to: analyze programs and processes, using sound judgement to arrive at conclusions and recommendations; develop and refine procedures; plan or organize and direct the work of other clerical employees; operate in a Windows environment and use the Internet; establish and maintain effective working relationships with a variety of people, including coworkers, school district employees, and the general public.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The effective Learning Center Technician is a well-organized self-starter who uses sound judgement in planning and implementing various procedures. This effective communicator gets along well with a variety of individuals in varying situations and is able to work as part of a team to arrive at effective conclusions.

Class title established per Council Resolution No. 97-028,
effective 7-1-97

Class Specification Reviewed and Approved 6/97