



OWENS VALLEY CAREER DEVELOPMENT CENTER

Family Literacy, Language Program, Early Head Start
Tribal TANF, Career Education

2574 Diaz Lane • P.O. Box 847 • Bishop, CA 93514 • (760)873-5107

POSITION TITLE: IMLS Project Coordinator- Part-Time
CLASSIFICATION: Non-Exempt
DEPARTMENT: Tuniwa Nobi Family Literacy
FUNDING SOURCE: Institute of Museum and Library Services (IMLS)
LOCATION: Bishop
SUPERVISOR: Family Literacy Manager
PAYRATE: \$15.00 per hour (less than 20 hours a week)

Position Summary:

Under general direction of the Family Literacy Manager, the Project Coordinator will have the responsibility and accountability to work with key staff and community with a primary focus of a comprehensive action plan for the location and development of a resource center. Project coordinator oversees and/or coordinates the collection, compilation, and analysis of program activity data; develops, writes, and presents comprehensive statistical and narrative program reports, represents the organization at various community and/or business meetings; promotes existing and new programs and/or policies, contributes to a team effort and accomplishes related results as required and performs other duties as required.

This list of duties and responsibilities is illustrative only of the duties performed by this position and is not all-inclusive. Each classification may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.

Essential Duties & Responsibilities:

- Design a checklist of duties to perform.
- Plan with partners, conduct field work on the development and expansion of existing library services
- Search for various locations for resource center, meet with Tribal council to agree on space and coordinate an agreement for building use
- Conduct cost study of utilities, modifications and relocation signage
- Plans and projects; develops and establishes deadlines, goals, objectives, workflow, and operational procedures.
- Analyze data and manual systems used by libraries
- Create action plan for digital migration and transfer framework
- Create a budget for cost studies, digital storage tools and systems
- Oversees and/or coordinates the collection, compilation, and analysis of program activity data; develops, writes, and presents comprehensive statistical report from schedule of completion.
- Contributes to a team effort and accomplishes related results as required.
- Plan and manage team goals, project schedules and new information
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.

Minimum Qualifications:

High School Diploma or GED; experience in providing prevention education and recreational services, Bachelor's Degree preferred, or any equivalent combination of education and experience that could likely provide the required knowledge, skills and abilities to perform the duties of the position. Shall obtain, possess and maintain a valid California Class C drivers' license, and qualify for employer insurability, throughout the course of employment. Must successfully pass a pre-employment drug/alcohol screen, and background investigation.

OVCDC has a mandatory COVID-19 vaccination policy. All employees are required to show proof of vaccination within 30 days of employment.

Knowledge, Skills, and Abilities:

- Knowledge of traditional form of government and customs and traditions.
- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of OVCDC Policies and Procedures for purchasing and contracts
- Knowledge of the function and activities related to programs, grants, and resources.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, presentation software (such as PowerPoint), and PC-based computerized accounting software.
- Skill in maintaining accurate records.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to work effectively with individuals and key staff
- Ability to speak in front of audiences.
- Ability to maintain confidentiality.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work independently and meet strict time lines.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; stand; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to walk; and reach with hands and arms. The employee occasionally is required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is generally performed in an office environment with a moderate noise level. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required. Travel may be required.

Native American Indian Preference:

Native American Indian preference shall apply to all positions at OVCDC pursuant to the Indian Self-Determination and Education Assistance Act (24 USC 450, et. seq.), 25 CFR 271.44, applicable Tribal Employment Rights Ordinances, and other relevant laws.

Note:

This is a two-year grant-funded position. There is no guarantee of continued employment after the grant period.