

## Ten Questions with



# Rebecca Stubblefield

CDM RESIDENT AND PROJECT LITERACY VOLUNTEER

Literacy Changes Lives

A program of the Newport Beach Public Library, **Project Adult Literacy** provides free literacy instruction to adults who live or work in the Newport Beach area. Their team of dedicated volunteers has helped hundreds of people improve their literacy skills over the last three decades – which in turn could mean everything from getting a better job to reading the prescription without fear of taking the wrong dose, getting a high school diploma, getting into college, helping a child with homework, and not hiding in shame when asked to read something. Project Adult Literacy is firm in the belief that literacy changes lives. To become a volunteer or to refer a learner to the program, visit [newportliteracy.org](http://newportliteracy.org).

A twenty-year resident of Corona del Mar, Rebecca Stubblefield got involved with Project Adult Literacy through her favorite across-the-street neighbor, the CdM branch of the Newport Beach Public Library. While at the library, she read about the literacy program and looking to do something to help others, dove in. Following are 10 questions for Rebecca about her work with Project Adult Literacy.

### What is your favorite part about being a literacy tutor?

The instant nature of the work. I see immediate progress which is incredibly gratifying.

### Is tutoring a challenge because you don't have a teaching background?

No, I've never felt that way. The literacy office provides training, in addition to a ton of resources and support.

### Does volunteering for the literacy program take a lot of time?

Not at all. I spend 4 - 6 hours a month, which can be longer or shorter depending on the volunteer's schedule.

### Can you talk about some of the successes you and your learners have had?

For me, the success has been the immense reward I feel from giving of my time, as well as some wonderful relationships I've developed over the years. For learners, I think the success has been in being able to do new things both big and small. From organizing play dates for their kids to getting a better job, being able to read books, converse more easily with co-workers, expand their career opportunities, improve their marriage relationships with better communication, and so much more.

### What is something about the process that has surprised you?

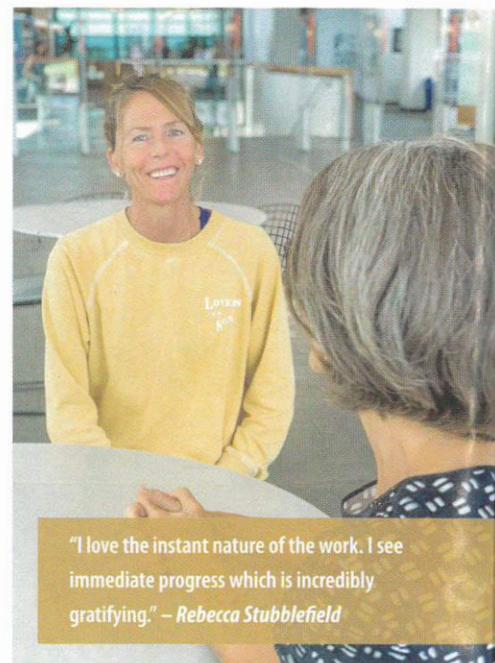
Two things: 1) The role that confidence plays in the process. Building confidence is vital to learning and speaking. I've noticed the one-on-one meetings give learners more confidence in themselves and 2) walking in CdM is actually a great format for learning. I've used walking as an effective approach to teaching and learning.

### How does tutoring make you feel?

Connected to the community. Inspired by the commitment of the learners. Involved with the library.

### You've been doing this for 12 years now. What keeps you going?

It's actually fun. I learn about other cultures and meet new people. And in the end, it feels great to give.



"I love the instant nature of the work. I see immediate progress which is incredibly gratifying." – Rebecca Stubblefield

Rebecca Stubblefield

### What is your favorite thing to do in CdM?

I love to walk to the water and on the beach at Big Corona. I love to visit and shop at local CdM businesses especially Sejuiced, Bristol Farms, and Jacks.

### What's the best part of having a library as a neighbor?

Here in CdM, it's definitely the close access to books. And at Central, the events, and the café and outdoor patio are nice places to meet for tutoring and/or visiting with friends.

### And we can't let you go without asking the title of your latest favorite book.

The last book I really enjoyed was *The Nightingale* by Kristin Hannah.

## OPPORTUNITIES FOR LEARNING

Free help for adults who need to improve their English reading, writing or communication skills.



## BUILD READING AND WRITING SKILLS

### OPPORTUNITIES

#### 1:1 Online Tutoring

- Work at your own pace
- Personalized, confidential help that works with your schedule

#### Small group, virtual classes

- Book Clubs
- News
- Writing
- Public Speaking
- More

#### Workshops

- Financial Literacy
- Job readiness
- Environmental
- More

## GET YOUR HIGH SCHOOL DIPLOMA CAREER ONLINE HIGH SCHOOL OFFERS:

- Accredited high school diploma
- Work from the convenience of your home on your own schedule
- Online coaches and support

Register at:  
<https://bit.ly/3sTaTFw>

## ACHIEVE YOUR GOALS

- Get a job
- Become a citizen
- Be a better parent
- Get a better job
- Go to college
- Read a book
- Volunteer
- Write a letter
- Use the computer
- Volunteer
- More



*"This program has helped me in many ways with my English and to enhance my reading skills. I am very thankful for my tutor" Learner*

*"This is the most wonderful and helpful program that I have ever taken. The staff and volunteers are always helpful" Learner*

## LEARN IN A SUPPORTIVE ENVIRONMENT

# LIBRARY JOB CLASSIFICATIONS

## LIBRARY PAGE

### **DUTIES:**

To shelve library materials; perform general clerical work in support of various sections of the Library; check in materials; maintain good order in the stack and study areas; process library materials; and support the reference and children's staff and collections.

**DISTINGUISHING CHARACTERISTICS:** This is distinguished from the Library Clerk I by the level of direct public service and decision-making responsibility; Library Pages check in materials, shelve, and provide support services as defined by established procedures and typically have limited contact with the customer.

### **Experience & Education and License/Certificate:**

A combination of experience and education that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: No experience is required, but previous clerical experience preferred.

Education: Equivalent to completion of the tenth grade.

License/Certificate: Due to the performance of some field duties which require the operation of a personal or City vehicle, a valid and appropriate California driver's license and an acceptable driving record are required.

## LIBRARY CLERK I

### **DUTIES:**

To perform general and clerical library work in support of activities such as circulation, technical services, and customer assistance, and to perform a variety of general and clerical activities.

**DISTINGUISHING CHARACTERISTICS:** This is the entry-level class in the Library Clerk series. This class is distinguished from the Library Clerk II by the performance of routine tasks and duties assigned to positions within the series and the performance of these duties according to established procedures. Employees may have only limited or no directly related work experience.

### **Experience & Education and License/Certificate:**

A combination of experience and education that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: No experience is required, but previous experience in a customer service setting and/or clerical experience is preferred.

Education: Equivalent to completion of the twelfth grade.

# LIBRARY JOB CLASSIFICATIONS

## LIBRARY CLERK II

### **DUTIES:**

To perform a wide variety of technical and clerical library work in support of library activities, which typically specialize in an area such as circulation, technical processing, and customer assistance; and to perform a variety of general clerical activities.

**DISTINGUISHING CHARACTERISTICS:** This is the intermediate level class within the Library Clerk series. Incumbents within this class are distinguished from the Library Clerk I by the performance of work assignments of a more technical nature and/or ability to assume a higher level of responsibilities. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Library Clerk, who has supervisory clerical responsibility at the Central Library, by the level of responsibility assumed and the agency's customer workload.

### **Experience & Education and License/Certificate**

A combination of experience and education that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of clerical experience. Library experience is highly desirable.

Education: Equivalent to completion of the twelfth grade, supplemented by specialized clerical courses.

## LIBRARY CLERK, SENIOR

### **DUTIES:**

To perform a wide variety of technical and complex clerical library work; and to supervise circulation activities and staff.

**DISTINGUISHING CHARACTERISTICS:** This is the advanced journey level class in the Library Clerk series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series, which may include the supervision of library circulation activities and staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

### **Experience & Education and License/Certificate**

A combination of experience and education that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four years of increasingly responsible clerical library experience.

Education: Equivalent to the completion of the twelfth grade, supplemented by specialized clerical courses; previous supervision and/or leadership position required.

# LIBRARY JOB CLASSIFICATIONS

## LIBRARY ASSISTANT

### **DUTIES:**

To aid the public in the location and selection of library materials and services. To perform routine library work; participate in activities of a specialized library function such as reference, cultural arts, programming and children's or literacy services.

**DISTINGUISHING CHARACTERISTICS:** This is an entry-to-journey level position in the para-professional library series. Incumbents of this class initially perform routine duties under close supervision. However, as experience is gained, incumbents are expected to perform with increasing independence. This class is distinguished from the classification of Librarian in that the latter performs the most complex tasks and exercises significant independent judgment in accordance with professional library standards, with the possession of a Master of Library Science degree.

**EXPERIENCE, EDUCATION AND LICENSE &/OR CERTIFICATE:** A combination of experience and education that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** No experience is required. Library experience preferred.

**Education:** A bachelor's degree from an accredited college or university.

## LIBRARIAN I

### **DUTIES:**

To plan, conduct and participate in activities of a specialized library function such as reference, children's, or technical services; to perform complex professional and technical library work; to provide assistance to patrons in the location and selection of materials; and to provide highly responsible and technical staff assistance to a Branch Librarian.

**DISTINGUISHING CHARACTERISTICS:** This is the full journey level class within the library series. Employees within this class perform the full range of professional Librarian duties as assigned. This class is distinguished from the Librarian II classification in that the latter assumes responsibility for administering a System-wide function or for conducting complex and technical System-wide special projects.

### **Experience & Education and License/Certificate**

A combination of experience and education that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Some library experience is highly desirable.

**Education:** Possession of a Master of Library Science degree from an accredited college or university.

# LIBRARY JOB CLASSIFICATIONS

## LIBRARIAN II

### **DUTIES:**

To plan, conduct and participate in activities of library functions such as reference, adult services, and children's services. To directly supervise clerical and/or professional staff, or to manage, direct and coordinate the activities of a branch library.

**DISTINGUISHING CHARACTERISTICS:** Positions in this class differ from those in the class of Librarian I in the degree of supervision received and the scope and variety of the responsibilities, such as the coordination of a library function, interaction with outside organizations, number of staff supervised, and the supervision of complex staff assistance to the Library Services Director and/or Library Services Manager. This class is distinguished from the Librarian III position in the level of responsibility assumed.

### **Experience & Education and License/Certificate**

A combination of experience and education that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two years of increasingly responsible professional library experience.

Education: Possession of a Master's degree in Library Service from an American Library Association accredited college or university.

## LIBRARIAN III

### **DUTIES:**

To plan, direct and coordinate specialized system-wide library activities such as collection development, community relations, outreach or other major library functions.

**DISTINGUISHING CHARACTERISTICS:** This class differs from the Librarian II in the degree of supervision received and the scope, variety and level of responsibilities assumed, the level of independent judgment exercised, specialized knowledge required, scope and variety of responsibilities, the system-wide orientation and complexity of the activities and/or the level of interaction with outside organizations and vendors.

### **Experience & Education and License/Certificate**

A combination of experience and education that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four years of increasingly responsible professional library experience, including two years of supervisory responsibility.

Education: Possession of a Master's degree in Library Service from an American Library Association accredited college or university.

# LIBRARY JOB CLASSIFICATIONS

## LIBRARY SERVICES MANAGER

### **DUTIES:**

To serve as the manager of the Library Services Division of the City Library Services Department; to ensure effective day-to-day operations of the division through effective leadership and management of library resources; to perform complex professional work in a variety of library areas; to provide highly responsible professional library management assistance to the Library Services Director and to serve as a member of the departmental management team. Receives general direction from the Library Services Director. Exercises direct supervision over assigned City Library Services Department supervisory and professional, technical and library clerical personnel.

### **Experience & Education and License/Certificate**

A combination of experience and education that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of increasingly responsible professional library experience, including technical or public services and two years of supervisory responsibility.

Education: A master's degree in library science or equivalent that meets the standards of the American Library Association.

## LIBRARY SERVICES DIRECTOR

### **DUTIES:**

To serve as the executive director of the Department; to plan, organize, direct, and coordinate comprehensive library services; to serve as a member of the City Manager's executive management team; and to provide highly responsible and professional staff assistance to the City Manager and City Council. Receives general administrative direction from the City Manager; also reports to the Board of Library Trustees. Exercises direct supervision over management, supervisory, professional, technical, and clerical personnel.

### **Experience & Education and License/Certificate**

A combination of experience and education that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Seven years of increasingly responsible professional level public library experience, including at least three years of management and supervisory experience.

Education: Completion of coursework leading to a bachelor's degree in library science, public administration, or a closely related field. A master's degree in Library Science, or equivalent, that meets the standards of the American Library Association. A master's degree in public administration or a related field is desirable.