

1. Administration

- Holds full responsibility for administration of the Cooperative within the framework of the Cooperative Plan of Service, Board Policies, the budget, and applicable laws;
- Reports at each Board meeting, and in other ways keeps the Board informed of the Cooperative's progress and problems;
- Attends all regular and special Board meetings;
- Serves as ex-officio, non-voting member of Cooperative committees.

2. Leadership

- Analyzes the Cooperative's strengths and weaknesses;
- Recommends plans for the Cooperative's growth and means for implementing plans;
- Initiates new services;
- Proposes improvements to Cooperative services.

3. Policy

- Recommends and drafts policies as needed;
- Works with committees on development of policies;
- Advises the Board on the merit of decisions being considered;
- Interprets policies to staff;
- Maintains an up-to-date policy manual.

4. Finance

- Develops a recommended budget for the Finance Committee and the Board of Trustees;
- Approves expenditures as authorized in the approved budget;
- Supervises the maintenance of financial records and arranges for annual audit;
- Controls costs and meets budgetary objectives through such methods as eliminating unnecessary operations, prudent use of resources, etc.;
- Works with library staff and Trustees to maintain existing funding and to obtain new sources of revenue;
- Negotiates all Cooperative agreements and contracts with Trustees' approval.

5. Continuing Education

- Keeps library staff and boards informed of developments in the library field;
- Orients new Cooperative Board members;
- Provides opportunity for trustees, member librarians, and staff to attend workshops;
- Advises the Continuing Education Committee in developing and implementing workshops for the membership.

6. Grants

- Provides information on grant opportunities;
- Writes grant proposals;
- Supervises successful completion of grants;
- Works with member libraries to enable them to write successful grant proposals.

7. Personnel

- Provides appropriate job descriptions for all staff, and maintains personnel files;
- Has authority to employ, direct, evaluate, and terminate employees according to personnel policies;
- Recommends changes in working conditions, fringe benefits, and salary scale when appropriate;
- Performs personnel management functions including: training, supervision; motivating and prioritizing the work of staff.

8. Information Technology

- Plans information technology projects with input from member libraries and cooperatives;
- Writes and administers information technology grant projects;
- Keeps up to date with knowledge of microcomputers, office software, automated library systems, the Internet and trends in library technologies.

9. Consulting

- Keeps library staff and trustees of member libraries informed of Cooperative services, policies, procedures, and plans as well as library legislation and new library trends;
- Provides consultant service to member libraries and visits member libraries as needed;
- Responds in a timely fashion to inquiries from library staff and board members of member libraries.

10. Representation

- Represents the interests of the Cooperative and its members by participating in regional library associations, and in state and national library activities;
- Attends meetings of Cooperative Directors.

11. Reports

- Prepares and presents reports including monthly financial and statistical reports, regular Director's reports, annual reports, and special reports.