

JOB DESCRIPTION

MID-MICHIGAN LIBRARY LEAGUE

TITLE:

COOPERATIVE DIRECTOR

DESCRIPTION:

Full-time Position

1. Administration

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

2. Leadership

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

3. Policy

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

4. Finance

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

5. Continuing Education

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

6. Grants

- a) Writes grant proposals;
- b) Supervises successful completion of grants;
- c) Works with member librarians to enable them to write successful grant proposals.

7. Personnel

- a) Provides appropriate job descriptions for all staff, and maintains personnel files;
- b) Has authority to employ, direct, evaluate, and terminate employees according to personnel policies.

- c) Recommends changes in working conditions, fringe benefits, and salary scale when appropriate;
- d) Performs personnel management functions including: training, supervision; motivating and prioritizing the work of staff.

8. Information Technology

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

9. Consulting

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

10. Representation

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

11. Reports

Prepares and presents reports including monthly financial and statistical reports, the annual report, and special reports.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of public libraries, especially their goals and objectives;
- Experience with library technology and trends is essential;
- Excellent oral and written communication skills;
- Works effectively with others; able to motivate and set goals
- Understanding of accounting and ability to prepare financial and other statistical reports;
- Possesses Leadership skills and professional outlook in working with others

EDUCATION AND EXPERIENCE:

- Master's degree in library science from an ALA accredited school;
- Five years professional experience in public libraries, some of which must be at a managerial level;
- Experience with a large cooperative of multi-site library system is desirable.