

SUPERIORLAND LIBRARY COOPERATIVE

Position: Director

Annual Salary: from \$68,000 dependent on qualifications and experience

Benefits: Excellent benefit package which includes health insurance, retirement plan, life insurance

Reports to: Superiorland Library Cooperative Board of Directors

The Director maintains strong collegial cooperative relationships with multi-type libraries in northern Michigan in order to realize the mission: *To develop and sustain innovative library programs that are cost-effective because all types of libraries collaborate in shared, economy-of-scale activities.*

Primary Areas of Responsibility:

- **Collaborates with the Advisory Board of Library Directors to develop and evaluate the Cooperative [Plan of Service](#) for 38 public libraries serving a 376,560 population over 18,000 square miles in rural northern Michigan 2018 Budget: \$603,286 Funding: State Aid to Public Libraries Supervises 3.5 FTE**
- **Budgets and manages contracts for a SirsiDynix integrated library system serving 85 school, public, and tribal libraries 2018 Budget: \$306,918 Funding source: Member fees Supervises 2 FTE**
- **Subregional Librarian responsible for administration of the [Great Lakes Talking Books Reader Advisory and Outreach Center](#), a library in the National Library Service for the Blind & Physically Handicapped network Supervises .5 FTE**

Other Duties:

1. Serves as non-voting member of the Board of Directors. Submits recommendations to the Board on policies, services, and budget. Informs the Board of legislation, library trends, and problems that might affect the Cooperative and its members.
2. Implements Board policies. Analyzes needs and recommends ways to improve services with special attention to information technology trends. Works closely with the Advisory Board of Library Directors to plan and evaluate programs and projects.
3. Develops vision for Cooperative's future with the Board, members and staff. Maintains a strategic plan cycle. Works with other Michigan Cooperatives, Michigan Library Association and Library of Michigan to plan and implement statewide goals.
4. Administers personnel policies adopted by the Board. Recruits, hires, disciplines, and evaluates staff. Provides opportunities for staff professional development.
5. Administers financial policy. Responsible for investments, regular Board financial reports, annual audits, and payroll reports that are prepared by the Administrative Assistant and Bookkeeper. Accountable for operating budget and expenditures. Supervises record retention. Meets governmental audit standards. Responsible for negotiation and management of agreements and contracts.
6. Works with librarians, trustees, and the Michigan Library Association to implement the Cooperative's [Advocacy Plan](#).
7. Develops grant ideas with membership to meet the Cooperative vision. Develops, writes, and implements grant proposals.
8. Keeps librarians and trustees informed of Cooperative services, policies, procedures, and plans, library legislation and new library trends. Meets with library directors and trustees. Fosters and encourages

participation in the Cooperative's programs.

9. Ensures the Cooperative is in compliance with local, state, and federal rules, regulations, and procedures in all aspects of the Cooperative's endeavors.

10. Provides consultant service to member libraries and visits member libraries as needed. Responds in a timely fashion to inquiries from staff and library directors.

11. Supervises the 2,400 sq. ft. facility to ensure safety, efficiency, and usefulness.

12. Administers Cooperative's contract with [UPRLC, Inc.](#) for automated library system services.

Responsible for budgeting, negotiating and managing UPRLC, Inc. contracts, financial reporting, record retention and separate annual independent audit for the UPRLC and its shared automation system.

13. Other duties as assigned by the Board.

Qualifications:

MLIS from an American Library Association accredited library school. Minimum of four years of progressively responsible administrative and supervisory experience in a public library or equivalent.

Grant-writing and contract negotiation/management experience desirable. Working knowledge of ERate rules and procedures desirable.

Experience working with or reporting to a governing board is desirable.

Working knowledge of computers, office software, automated library systems, and current trends in library technologies.

Excellent oral and written communication skills. Strong interpersonal communication and leadership skills.

Ability to develop and maintain effective working relationships with Board members, library directors and trustees, staff, community and governmental groups and the general public.

Congenial, approachable personality.

Working Conditions:

Travel to member libraries and to statewide planning meetings and state and national conferences.

Possession of or the ability to attain a valid Michigan driver's license and transportation for travel.

Some evening hours and some overnights. Other physical requirements: Manual dexterity and ability to operate a keyboard and other office equipment. Ability to hear and answer the telephone.

Apply:

Applications will be accepted until Monday, April 16th, 2018. Electronic submissions required. To apply, submit a cover letter, which specifically addresses the position requirements, your resume, an SLC application form (<http://joomla.uproc.lib.mi.us/SLC/Images/Jobs/Employ-app.pdf>), and the names and contact information (including email address) of three (3) professional references to Pamela Malmsten at pamm@uproc.lib.mi.us

The Superiorland Library Cooperative is committed to Equal Employment Opportunities, and will not discriminate against any candidate because of race, color, religion, national origin, age, gender, disability, veteran status, or sexual orientation.