

[SUPERIORLAND LIBRARY COOPERATIVE](#)

Position: Director

Annual Salary: \$68,000 - \$75,000, dependent on qualifications and experience

Benefits: A generous benefits package including health, dental, and life insurance, as well as a defined contribution retirement plan

Reports to: Superiorland Library Cooperative Board of Directors

The Director maintains strong, collegial, and cooperative relationships with multi-type libraries in northern Michigan and the Upper Peninsula 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:

- Provides leadership and supervision, including direction, team-building, and training, to a team of staff (5.5 FTE) responsible for implementing the Schedule of Services to member libraries and providing services outlined in all contracts and agreements.
- Collaborates with the Advisory Board of Librarians to develop and evaluate the Cooperative [Schedule of Services](#) for 36 public libraries serving over 350,000 people across over 18,000 square miles in rural northern Michigan. 2021 Budget: \$671,544. Funding: State Aid to Public Libraries.
- Manages and budgets contracts for a SirsiDynix integrated library system serving 82 school, public, and tribal libraries. 2021 Budget: \$317,329. Funding source: Member fees.
- 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.

Other Duties:

1. Serves as non-voting member of the Board of Directors. Submits recommendations to the Board on services and budget. Analyzes needs and recommends ways to improve services with special attention to information technology trends.
2. Implements Board policies. Monitors and informs the board of legislation, library trends, and changes that might affect the Cooperative and its members and recommends updates to policies as needed.
3. Administers personnel policies. Manages all staff contracts. Recruits, hires, coaches, and evaluates staff.
4. Administers financial policy. Responsible for investments, regular Board financial reports, annual audits, and payroll reports that are prepared by the Assistant Director for Finance. Accountable for operating budget and expenditures. Supervises record retention. Meets governmental audit standards. Responsible for negotiation and management of agreements and contracts.
5. 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.
6. Ensures the Cooperative is in compliance with local, state, and federal rules, regulations, and procedures in all aspects of the Cooperative's endeavors.
7. Works with librarians, trustees, and the Michigan Library Association to implement the Cooperative's [Advocacy Plan](#).
8. Works closely with the Advisory Board of Librarians to plan and evaluate services, programs, and

projects. 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. Develops grant ideas with membership to meet the Cooperative vision. Develops, writes, and implements grant proposals.

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 staffing, 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

Education/Experience:

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 required.

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

Grant-writing and contract negotiation/management experience is required.

Experience with multi-type libraries desirable.

Technology:

Working knowledge of computers, office software, automated library systems, and current trends in library technologies is required; experience with Office 365 preferred. Experience with digital library services is desirable.

Working knowledge of ERate rules and procedures is desirable.

Communication/Interpersonal:

Excellent oral and written communication skills and strong interpersonal communication, team-building, and leadership skills are required.

Congenial, approachable personality; ability to develop and maintain effective working relationships with Board members, library directors and trustees, staff, community and governmental groups, and the general public is required.

Travel/Working Conditions:

Possession of or the ability to attain a valid Michigan driver's license and transportation are required for travel to member libraries, statewide planning meetings, and state and national conferences. 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.

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.