

Northland Library Cooperative Director Job Description (updated 07/02/2019)

Objective: *To administer services and provide leadership to the Northland Library Cooperative (NLC) as directed by the NLC Board, and as detailed in the NLC Plan of Service:*

<https://www.nlc.lib.mi.us/services/>.

Minimum Required Qualifications:

- Master's Degree in Library Science (or other named library science program) from an American Library Association Accredited School
- 5 years' professional library experience, with at least 3 at the managerial level.
- Librarian's Permanent Professional Certificate issued by the Library of Michigan.
- Must have a vehicle and valid Michigan driver's license
- Must live within Michigan; residence within the Northland service area is preferred.

Knowledge, Skills, and Abilities:

- Thorough knowledge of all types of libraries including funding sources.
- Ability to work effectively with member libraries and other library organizations.
- Possess excellent oral and written communication skills and superior organizational habits/abilities/skills.
- Strong interpersonal communication and leadership skills.
- Vision and the desire to drive the Cooperative forward.
- Able to maintain confidentiality when advising and consulting with libraries.
- Experience in project management.
- Knowledge of technology, especially as it relates to libraries.

Performance Responsibilities:

- Holds full responsibilities for administration of NLC within the framework of the Plan of Service, Bylaws, Board Policies, Budget, and applicable laws.
- Coordinates NLC Services: <https://www.nlc.lib.mi.us/services/>
- Organizes, prepares, and attends NLC Board/Advisory Council Meetings
- Proposes improvements to NLC Services and recommends plan for NLC's growth.
- Prepares annual budget; supervises allotment and accounting of funds; completes cost analysis when needed; ensures adherence to standard accounting practices.
- Keeps and maintains the NLC files stored at the Charlevoix Public Library.
- Communicates with NLC members regarding relevant library issues; provides consulting for NLC members and their boards and may visit member libraries, as needed.
- Represents the interests of NLC and its members at state and national conferences and the Cooperative Director Association meetings. Helps implement the Small Libraries, Big Impact Biennial Conference.
- Keeps current with local, state and national legislative issues and acts as a cooperative spokesperson on advocacy issues as well as remaining current on library practices and policies.