

Lakeland Library Cooperative  
**COOPERATIVE DIRECTOR**  
**JOB DESCRIPTION**  
(Revised July 13, 2017)

**TERMS OF EMPLOYMENT:** Contract

**JOB GOAL:** To administer services to the Lakeland Library Cooperative as directed by the Board of Directors as detailed in the Plan of Service and the policies of the Cooperative.

**QUALIFICATIONS:**

- Master's Degree in Library Science from an American Library Association Accredited School;
- 8 years professional experience in public libraries, with at least 4 at the managerial level;
- Possession of a Librarian's Permanent Professional Certificate issued by the Library of Michigan, or ability to obtain;
- Experience with a large cooperative of multi-site library systems desirable.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of public libraries, especially their goals and objectives;
- Experience with library automation systems is essential;
- Excellent oral and written communication skills;
- Works effectively with member libraries, the Library of Michigan, Michigan Library Association, Midwest Collaborative for Library Services and other Library Cooperatives;
- Understanding of accounting and ability to prepare financial and other statistical reports;
- Valid Michigan driver's license is required; travel to member libraries required.

**EVALUATION:** The Cooperative Director is evaluated annually by the Lakeland Library Cooperative Personnel Committee.

**SALARY:** Salary by contract, 40 hour week, health, life, vacation, and sick benefits, travel expenses.

## **PERFORMANCE RESPONSIBILITIES:**

### **DESCRIPTION:**

#### **1. Administration**

- a) Holds full responsibility for administration of the Cooperative within the framework of the Cooperative Plan, Bylaws, 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;
- 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 board members to maintain existing funding and to obtain new sources of revenue;
- f) Negotiates all Cooperative agreements and contracts.

#### **5. Continuing Education**

- a) Keeps library staff and boards informed of developments in the library field;
- b) Orientation for 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) Creates a clearinghouse for getting potential grant information out to the member libraries;
- b) Writes and administers grant proposals for Lakeland Library Cooperative when an opportunity exists;
- c) Provides grant writing assistance when requested by member libraries.

## **7. 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.

## **8. Personnel**

- a) Provides appropriate job descriptions for all staff, and maintains personnel files;
- b) Has authority to employ, direct, evaluate, and terminate employees as appropriate;
- c) Recommends changes in working conditions, fringe benefits, and salary scale when appropriate;
- d) Capitalizes on skills and initiative of all staff members.

## **9. 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.

## **10. Reports**

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