

## Southwest Michigan Library Cooperative Director

The Southwest Michigan Library Cooperative is seeking an energetic individual to administer services and provide leadership for the Cooperative.

SMLC is one of eleven cooperatives in Michigan. It includes seven counties in the beautiful southwest area of Lower Michigan, and serves a diverse population of public, academic, school and special libraries. It is governed by a nine-member board from the Class I-VI public libraries. A job description is attached.

The Cooperative does not maintain a building and the director may work from a location convenient for him/her.

If you enjoy collaboration and have a vision for developing library services for the future, this job may be a good opportunity for you.

Please submit a cover letter and resume in Word or PDF attachments via email to: [eauclairedistrictlibrary@gmail.com](mailto:eauclairedistrictlibrary@gmail.com) The deadline for submission is July 31, 2019.

**SOUTHWEST MICHIGAN LIBRARY COOPERATIVE  
DIRECTOR  
JOB DESCRIPTION**

**JOB OBJECTIVE:**

To administer services and provide leadership to the Southwest Michigan Library Cooperative (SMLC) as directed by the SMLC Board, and as detailed in the SMLC Plan of Service:

<https://smlccooperative.com/plan-of-service/>

**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

**KNOWLEDGE, SKILLS AND ABILITIES:**

- ❖ Thorough knowledge of public libraries, especially their goals and objectives
- ❖ Ability to work effectively with member libraries, the Library of Michigan, Michigan Library Association, Midwest Collaborative for Library Services and other Library Cooperatives
- ❖ Possess excellent oral and written communication skills and superior organization(al) habits/abilities/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.
- ❖ Vision and the desire to drive the Cooperative forward. 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.

**EVALUATION:** The Cooperative Director is evaluated bi-annually by the SMLC Personnel Committee.

**PERFORMANCE RESPONSIBILITIES:**

- ❖ Holds full responsibility for administration of the Cooperative within the framework of the Cooperative Plan, Bylaws, Board Policies, the Budget, and applicable laws
- ❖ Reports at each Board meeting, and in other ways keeps the Board informed of the Cooperative's progress and problems, prepares and distributes board packets in advance of meetings
- ❖ Arranges and attends all Board and Council Meetings
- ❖ Provides leadership to the Cooperative as a whole, proposes improvements to Cooperative's services, recommends a plan for the Cooperative's growth and a means for implementing plans
- ❖ Coordinates SMLC Core Services: RIDES, MCLS, and MLA dues

- ❖ Organizes four Directors Meetings Annually
- ❖ Attends six MCDA Meetings Annually and sends report of pertinent information to members
- ❖ Approves expenditures as authorized in the approved budget
- ❖ Negotiates all Cooperative agreements and contracts
- ❖ Prepares Annual Budget for Board Approval
- ❖ Coordinates Annual Audit
- ❖ Communicates with cooperative members regarding relevant library issues and answers member questions, keeps members informed of developments in the library field
- ❖ Provides orientation for new cooperative members
- ❖ Coordinate a minimum of three continuing education opportunities for cooperative members
- ❖ Provides consultant service to member libraries and visits member libraries as needed
- ❖ Represents the interests of the Cooperative and its members by participating in regional library associations, and in state and national library activities

**TERMS OF EMPLOYMENT: Contract**

**SALARY:** \$15,000 -- \$20,000 annually based on qualifications and experience, 24-30 hours/month, Paid Quarterly, Mileage Reimbursement for MCDA meetings

*SMLC Cooperative Director Job Description Created April 5, 2018  
Revised April 11, 2019*