

Mideastern Michigan Library Cooperative
Job Description: Director

The Director reports to Mideastern Michigan Library Cooperative Board of Directors.

Terms of Employment: Contract

Job Goal: To administer services to the Mideastern Michigan Library Cooperative jurisdiction as directed by the Mideastern Michigan Library Cooperative 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 ALA Accredited School, and five years of appropriate professional library experience.

Evaluation: The Director will be evaluated annually by the MMLC Board in accordance with the MMLC Personnel Policies.

Performance Responsibilities:

1. Formulates and implements plans based on an analysis of area libraries for developing area services.
 - a. Establishes procedures and recommends policies through appropriate channels.
 - b. Coordinates and implements MMLC Plan of Service.
 - c. Conducts studies and surveys, and recommends areas of cooperation.
2. Provides the Board with a clear understanding of the structure, purpose, activities and programs of MMLC, as well as with the necessary information to enable reasoned decisions.
3. Manages MMLC in accordance with the policies established by the Board.
4. Develops an annual Director's Work Plan based on the goals detailed in the Cooperative's Strategic Plan approved by the board at its October meeting with an update given at the June meeting and a final report to the Board at the September meeting.
5. Consults with member libraries on issues related to area library development.
6. Promotes and interprets the service, procedures, and policies of the MMLC to member libraries, library boards and others in the area concerned with the MMLC programs and development.
7. Works to develop a sense of cooperation among member libraries.
8. Prepares the annual MMLC budget, supervises allotment and accounting of MMLC funds, and makes cost analysis studies when needed.
9. Prepares financial, statistical and other reports as required.
10. Invests MMLC funds in a prudent manner and in accordance with the MMLC policies.

11. Keeps current with governmental and private programs and grants pertinent to the area, actively pursues other funding sources, and recommends those appropriate for MMLC action.
12. Assists member libraries with writing grants, and if appropriate pursue grants that benefit the member libraries.
13. Directs and evaluates MMLC staff and contractual services.
14. Keeps current with library practices and policies.
15. Promotes library services to the general public
16. Works with the Library of Michigan, MLA, MLC and other Library Cooperatives in the state to improve library services and funding.
17. Promotes when appropriate, alliances that will provide MMLC members with increased service and/or resources.
18. Performs other related duties and responsibilities as assigned or appropriate.

Adopted December 11, 2008