Lead and Support Libraries of the White Pine Library Cooperative!

The White Pine Library Cooperative is seeking a uniquely qualified leader to create vision, provide direction, and promote library services for the community while promoting the library as an employer-of-choice. If this speaks to your heart and mind, please read on.

White Pine Library Cooperative is funded by state aid through membership dues with an annual budget of $335,000, governed by a ten-member Board of Trustees with offices in Saginaw, Michigan. The Cooperative staff consists of the Director and two support team members who serve 400,000 citizens, and 49 member libraries across 14 counties. While the majority of members are public libraries, the Cooperative also serves high school, academic, and correctional libraries, each with their unique setting, programs, and services supported by excellent staff.

Do you have experience and a drive to work collaboratively to delivery library cooperative services throughout the Mid-Michigan region? If so, please consider becoming a candidate that can help us honor our past success while simultaneously propel us towards future goals. The ideal candidate is an individual who is results orientated and achieves those results in a team atmosphere. This candidate has the capacity to maintain positive and pro-active communication with the community and its leaders.

RESPONSIBILITIES

The Director, under the supervision of a supportive White Pine Library Cooperative Board, is responsible for planning, organizing, directing, and coordinating all activities of the White Pine Library Cooperative. Additional responsibilities include:

1. Serves as a non-voting member of the Board of Trustees. Prepares and distributes the agenda and related materials. Makes a detailed report of the Cooperative activities at Board meetings. Submits recommendations to the Board on policies, services, and budget. Keeps the Board informed of special problems that might affect the Cooperative. Presents reports including monthly financial and statistical reports, the annual report and special reports. Maintains OverDrive Digital Collection and assists in ILL processing for cooperative members.

2. Plans, organizes, and administers the day-to-day operations of the Cooperative. Implements policy decisions as established by the Board of Trustees. Analyzes needs and recommends or implements appropriate methods and procedures for improving services with special attention to current trends in library technologies. Develops, organizes and coordinates existing activities. Reviews and evaluates programs and projects.

3. Develops vision for cooperative’s future with the board, membership and staff. Maintains a strategic plan cycle and monitors progress.

4. Administers personnel policy. Recruits, hires, trains, places, directs, motivates, develops and evaluates staff in accordance with established procedures. Assigns, schedules, and reviews work of subordinates. Conducts staff conferences and meetings. Communicates effectively with staff.


6. Develops grant ideas with membership as part of cooperative vision. Prepares grant proposals and monitors grant expenditures.

7. Keeps librarians and trustees of member libraries informed of cooperative services, policies, procedures, and plans, library legislation and new library trends. Meets with staff and trustees of member libraries, library boards, and library friends groups. Host and/or facilitate events, conferences, and workshops for member libraries. Fosters and encourages participation in the Cooperative.
8. Ensures the Cooperative is in compliance with local, state, and federal rules, regulations, and procedures in all aspects of the cooperative’s endeavors. Regularly review state legislative activities that affect libraries. Work with Cooperative Directors Association on state-wide issues.
9. Provides consultant service/training to member libraries and visits member libraries as needed. Responds in a timely fashion to inquiries from staff and trustees of member libraries.
10. Supervises the physical plant to ensure safety, efficiency, and usefulness of the facility.
11. Other duties as assigned.

REQUIREMENTS

1. Qualify for the State of Michigan Librarian’s Permanent Professional Certificate. A master’s degree from a library school accredited by the American Library Association and four years of satisfactory professional experience in a library or libraries approved by the Library of Michigan.
2. Four years of progressively responsible administrative experience, with the ability to direct, coordinate, plan, and administer a library cooperative, including the ability to supervise others. Experience working with library systems and networks preferred.
3. Working knowledge of microcomputers, office software, automated library systems, and current trends in library technologies.
4. Extensive knowledge of the methods, policies, practices, principles, and procedures of professional library work.
5. Ability to communicate, effectively and concisely, orally and in writing.
6. Ability to develop and maintain effective working relationships with board members, librarians and trustees from member libraries, staff, representatives of community and governmental groups and the general public.
7. Ability to mentally and physically perform the essential duties of the position with or without accommodation.

COMPENSATION

The salary range for this position is $65,000 - $80,000 (based on experience) and includes an attractive benefits package.

WORKING CONDITIONS

1. Travel to member libraries required.
2. Must possess a valid Michigan driver’s license or obtain one in one month.
3. Must be able to lift books and equipment weighing up to 25 pounds.
4. Some evening and weekend hours possible.

Application Process. White Pine Cooperative has partnered with Kent District Library Consulting Services, to facilitate the search and selection process. For more information, send your resume and cover letter to recruiter Bethany Kooyers at: bethanykooyers@gmail.com. Then, complete an application at: https://wplc.org/employment-opportunity/. This position is posted until filled with the first screening of applicants occurring after February 28, 2019.

White Pine Library Cooperative would like to thank all applicants for their interest to serve as Cooperative Director. We look forward to considering your candidacy soon!

** Reasonable accommodations for disabilities in relation to the job process are available upon request**