

Revised 7-26-2018

MONTGOMERY COUNTY LIBRARY & INFORMATION NETWORK CONSORTIUM  
301 Fayette Street  
Conshohocken, PA 19428  
POSITION PROFILE

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**Executive Director**

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**Description**

The Montgomery County Library and Information Network Consortium (MCLINC) seeks an experienced and ambitious Executive Director to lead the operation of the 16 member library consortium.

Located within Montgomery County, PA, MCLINC headquarters manages the successful delivery of services to MCLINC libraries to maximize the available resources within the Consortium. Supported services include the automated integrated library system (ILS), related technical operations and overall operations.

The Executive Director is responsible for providing the leadership that enables the organization to achieve its goals and sustain its mission. The successful candidate will have an insightful vision into the future of public libraries and their evolving role in the community as well as the changing needs of patrons.

**Key Responsibilities**

**Leadership & Management**

Implement, administer and direct the daily operations of MCLINC. Provide leadership and direction for a qualified staff and team in support of the member libraries.

- Anticipate and be proactive to meet the demands of the organization
- Maintain the MCLINC ILS and administrate operational functions of MCLINC Headquarters
- Serve as the ILS specialist
- Develop and maintain a manual of system policies and procedures relating to the automated library system
- Ensure oversight and develop system-wide policies and procedures in conjunction with Consortium committees for Board consideration

Collaborate effectively with the Board of Directors

- Keep the Board informed by providing detailed reports and attending board meetings
- Work with Consortium committees to ensure board directives and policies are implemented

**Training and Development**

Foster a positive environment of collaboration among team members

- Maintain a work environment which is conducive to and maximizes productivity and efficiency
- Coordinate in-service training programs and customized documentation for Consortium staff in using, troubleshooting and assisting other users of the ILS
- Facilitate strong standing committees comprised of representatives from throughout the Consortium

**Customer Service**

Commitment to providing exceptional service to our patrons

- Coordinate initiatives to enhance community-wide access to electronic information resources available through the Consortium
- Keep current with technological and library issues and practices by participating in professional associations and continuing education

## **Fiscal Management**

Maintain sound fiscal management of all MCLINC operations.

- Responsibly manages the operating budget and prepares the annual budget as a member of the MCLINC finance committee
- Negotiate contracts relating to ILS services and electronic resources
- Prepare and submit E-rate filings and grant applications

## **Minimum Qualifications needed to perform Essential Functions:**

- Commitment to the service mission of MCLINC and public libraries
- Knowledge of public library professional philosophies of service to public, collection development approaches, and standard public library collection materials, publishers and vendors
- Substantive supervisory experience including training and evaluation of staff
- Significant, demonstrated experience with automated integrated library systems (including installation and implementation)
- Project Management skills
- Demonstrated flexibility and initiative in a changing environment
- Excellent problem-solving and organizational skills
- Excellent communication (listening, speaking, writing) and interpersonal skills
- Communicate effectively with others lacking in technical skills
- Knowledge of library bibliographic and communications industry standards such as MARC and Z39.50
- Valid Driver's license and ability to travel within Montgomery County
- Strong ability to self-direct with excellent collaborative teamwork skills
- Personable, with excellent professional image, superior planning, and multi-tasking skills

*This job description is intended to be a general guide to the duties and responsibilities of the job and is not intended to list every possible task that the staff member may be called upon to perform.*

## **Minimum Education, Training and Experience Required:**

- ALA-accredited MLS desired, or related degree
- Minimum 5-8 years public library experience with demonstrated progressive supervisory duties
- Excellent computer skills with advanced knowledge of MS Office, database and internet applications

## **Additional Skills Desired:**

- Knowledge/experience with library cataloging utilities such as OCLC, Bibliofile, etc.
- Experience with fiscal management and related tools, such as Quickbooks

## **Physical Demands**

- Frequent walking, standing (upwards of two hours at a time) and sitting
- Position involves lifting and carrying at least thirty (30) pounds and the ability to push at least one hundred (100) pounds on wheels
- Extensive bending, stooping, pulling, reaching, handling and feeling
- Manual dexterity; ability to operate computer components i.e. Keyboard mouse (etc.)

## **Salary and Benefits**

Salary \$75,000-85,000 (depending on experience), with excellent fringe benefits including Retirement, Health Insurance, TIAA-CREF & EEOC.

Potential employment is contingent upon completing/submitting within 60 days of hire the results of the following background checks: PA State Police Criminal History, Child Abuse History, FBI clearances, or other clearances as required.

Review of applicants will begin August 22, 2018. Position will remain open until filled.

**How to Apply**

Please send resume and a cover letter, describing how your qualifications and experience meet those required for the position, to Liz Vibber at [CEOsearchlv@gmail.com](mailto:CEOsearchlv@gmail.com). No phone calls please.

**ADA/EOE**

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