



**EMPLOYMENT OPPORTUNITY
SUBURBAN LIBRARY COOPERATIVE
DIRECTOR**

Are you an accomplished leader with excellent communication and teambuilding skills? The Suburban Library Cooperative Board is hiring a director to manage and empower a staff of 11 and advocate for, collaborate with and support a membership of 22 diverse public libraries in the Macomb County area, northeast of Detroit, Michigan. The ideal candidate will be open, approachable and forward thinking, and have considerable experience with library management and technology that will not only help sustain the organization and its member libraries but allow them to grow and flourish.

Located in Sterling Heights, Michigan, Suburban Library Cooperative (SLC) is one of eleven library cooperatives in the state. It is operated under the requirements of the Michigan Library Cooperative Law (PA 89 of 1977), the certification and state aid requirements of the Library of Michigan and the Plan of Service, bylaws, strategic plan, policies and procedures of the organization itself.

GENERAL RESPONSIBILITIES

The Director reports to the nine-member appointed Cooperative Board and chairs the Suburban Library Cooperative Advisory Council which is composed of the directors of the member libraries. This proven leader is responsible for the operation and direction of all staff, services, programs and planning including all budgets and financial activities, the shared integrated library system (ILS) and group purchases of digital and other resources. This individual also collaborates closely with government officials, community groups, and state, local and national organizations to advocate on behalf of libraries.

ESSENTIAL FUNCTIONS

- Submits recommendations to the SLC Council and Board on policies and services, personnel utilization, budgets and finances and other projects and management areas. The director also works with the Council and Board to establish priorities, and reviews the progress of the annual strategic goals.

- Analyzes and coordinates the cooperative general and automation system budgets while estimating and controlling expenditures to administer approved budgets. Manages cooperative investments. Completes the annual state aid report.
- Administers established, personnel policies. Hires, trains, supervises, and evaluates staff. Provides staff with the tools they need to succeed including training and professional development.
- Oversees the shared integrated library system. Acts as liaison between participating member libraries and the automation system vendor and cooperative technology staff. Participates in regional and national user groups.
- Communicates regularly with all member libraries, including site visits. Assists and advises member libraries as needed on topics such as human resources, board development, policies and procedures, intellectual freedom, advocacy and technology.
- Writes, administers, and reports on grants for cooperative-wide projects. Coordinates the MiLibraryCard and the Virtual Library Card programs.
- Establishes positive relationships with national, state and locally elected officials, school representatives, non-profits, community organizations and businesses that partner with the Cooperative and its member libraries.
- Represents the Cooperative at professional meetings, including the Library Cooperatives of Michigan, Michigan Library Association and the Library of Michigan to advocate on behalf of the member libraries.
- Maintains knowledge of new developments in the library profession through professional development opportunities.

The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job duties performed.

EDUCATION, TRAINING, AND EXPERIENCE (REQUIRED QUALIFICATIONS)

- Master's degree in Library Science from an ALA accredited institution.
- Possession of a Librarian's Permanent Professional Certificate issued by the Library of Michigan, or ability to obtain.
- Minimum of six years of management or director experience in a library cooperative or library with a minimum of six direct reports.
- Experience with team building, active listening, collaboration, advocacy and library automation systems, digital resources, and other forms of library technology.
- Experience collaborating with partner organizations such as other public libraries, cooperatives and consortia, schools, and local community groups on a variety of projects.

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills and abilities to perform the job, may be considered.

Please consult <https://libcoop.net/slc-director-job-posting/> for further information including:

- List of Member Libraries
- Organizational Chart
- Plan of service/Bylaws
- Strategic Plan
- Budget and Audit
- Library of Michigan Certification Requirements
- Michigan Library Cooperative Law PA 89 of 1977

SALARY AND BENEFITS:

- This is a full time, on-sight position at our 4,312 sq feet building in Sterling Heights, Michigan.
- Starting salary range: \$95,000 - \$105,000.
- Benefits include Blue Care Network individual health, dental and vision insurance, employer paid Simplified Employee Pension plan, life insurance, short and long term disability insurance, paid vacation, sick, holiday and personal business days. Reimbursement for full or partial moving expenses is negotiable.

TO APPLY:

Please send a detailed cover letter, resume and three references via e-mail to Carol Dawe, SLC Search Committee Liaison, at carol@lcoop.org.

Qualified applicants will be required to submit written responses to questions developed by the search committee.

DEADLINE: January 5th, 2026

EQUAL OPPORTUNITY EMPLOYER