



POSITION DESCRIPTION

SINGLE ADMINISTRATIVE HEAD

Major Function: The administrative head exercises independent professional judgment in the administration and management of the Putnam Alachua Levy Library Cooperative in order to deliver library services to member libraries and library patrons of the participating Counties.

Reports to: Putnam Alachua Levy (PAL) Library Cooperative Governing Board

Specific Duties:

- Oversees daily operation of the cooperative.
- Establishes and maintains effective working relationships with member libraries and staff, library patrons, community organizations, governmental agencies.
- Carries out policies, plans, budgets.
- Develops and implements long range plan
- Develops and implements annual plan of service
- Develops and implements budgets.
- Develops library policies.
- Prepares reports and other documents as required by the Florida Department of State, State Library and Archives of Florida and other entities that may be required from time to time.
- Develops and implements Collection Development and management plan consistent with the Long Range Plan and Annual Plan of Service.
- Develops and implements library programs and services that are consistent with the Long Range Plan and Annual Plan of Service.
- Maintains Federal and State grants and reports on them as required.
- Develops personnel policies.
- Hires, directs, evaluates and discharges personnel in accordance with the personnel policy
- Process the payment of bills and bookkeeping.
- Seeks alternative and supplementary sources of funding and evaluates grant opportunities to establish, enhance or sustain PAL Cooperative Services. Writes and submits grant and funding proposal as appropriate. Properly administers any grants of funding awarded.
- Ensures that the PAL website remains current and timely posting of notices of meetings, etc.
- Provides supervision of staff.
- Other duties as assigned.

Minimum qualifications:

- Master's degree in library science from a library school accredited by the American Library Association
- At least two years, full time (40 hrs. per week) experience in public libraries.

Resume should be mailed to: PAL Library Cooperative, 401 E. University Ave, Gainesville, FL 32601 or email to: slivingston@aclib.us. **Deadline to apply is April 14, 2017.**
