

**Item #1**

**Job Description  
SAMMIE Director**

**A. Function**

Reporting to and working with SAMMIE Governing Board, the Director is responsible for the overall administration, planning and coordination of approved SAMMIE programs and services.

**B. Duties and Responsibilities**

1. Coordinate all activities of SAMMIE as they relate to member libraries; Governing Board; SAMMIE employees; Office of Library Services and Development; Council of Coordinating Libraries; and others which may be applicable.
2. Prepare for Governing Board approval all necessary state grant applications and required reports; financial reports; budget and membership annual report.
3. Survey member library needs and wants, monitor existing programs and make recommendations to the Governing Board on any needed changes in services, policies or procedures.
4. In cooperation with the Personnel Committee, select and evaluate the office staff.
5. Coordinate and attend all Governing Board and committee meetings. Prepare an agenda, reports and other materials needed to keep governing body and other interested parties apprised of events and trends that affect SAMMIE or its member libraries.
6. Promote SAMMIE among member libraries through visits to libraries; planning the Annual and other events; planning educational programs; and developing new programs and other incentives for members.
7. Prepare and distribute new or updated materials relating to programs, policies or procedures. (i.e. Library Directory, Strategic Plan, Policies, By-laws, SAMMIE Manuals, etc.)

8. **Keep abreast of state and federal library legislation and serve as Governing Board liaison with legislators.**
9. **Manage SAMMIE budget and disbursement of funds with the approval of the Governing Board.**
10. **Supervise the production of and contribute to SAMMIE newsletter.**
11. **Actively participate in professional associations, conferences and meetings. Report of activities to Board members.**
12. **Maintain contact with potential collaborators in the delivery of library and information services in southwest Minnesota.**
13. **Keep updated on technology and how it might relate to better service for libraries and their patrons.**

**C. Qualifications**

1. **Master's Degree in Library or Information Science.**
2. **Three years library/media or related work experience.**
3. **Experience with more than one type of library.**