

MONTGOMERY COUNTY LIBRARY AND INFORMATION NETWORK CONSORTIUM

520 Virginia Drive
Fort Washington, PA 19034

Position Profile Director of Operations

Overview: The Montgomery County Library and Information Network Consortium (MCLINC) seeks an experienced and forward-thinking Director of Operations to lead our library consortium and execute the consortium's strategic plan. This role will enhance leadership and technological capabilities to support 16 diverse public libraries serving over 800,000 residents in Montgomery County, PA. Reporting to the MCLINC Board of Directors, the Director of Operations will guide the organization in resource sharing, public service improvement, and effective technology management.

This is a salaried exempt position with a 37.5 hour work week with a flexible schedule based on operational needs. Occasional remote work optional after first year of employment.

Key Responsibilities:

Leadership and Administration

Implement, administer and direct the daily operations of MCLINC Headquarters.

- Proactively identify and address organizational needs and opportunities.
- Manage the wide area network and local hardware linking all libraries to the internet and the MCLINC Headquarters.
- Oversee the Integrated Library System (ILS) to ensure it meets user needs effectively and efficiently.
- Collaborate with Consortium committees to develop and implement policies.

Collaborate effectively with the Board of Directors.

- Communicate regularly with the Board of Directors, providing detailed reports and attending meetings.
- Work with committees to ensure board policies are executed and feedback is integrated into decisions.

Training and Development

Foster an environment of collaboration among team members.

- Coordinate training programs for staff on the ILS and related technologies.
- Facilitate strong standing committees comprised of representatives from throughout the Consortium.

Customer Service

Commitment to providing exceptional service to member libraries.

- Ensure a seamless user experience for patrons and staff across all libraries.
- Stay informed about the latest trends in technology and library services.

Fiscal Management

Maintain sound fiscal management of all MCLINC operations.

- Manage the operating budget and prepare annual financial reports.
- Negotiate contracts for ILS services and other technological resources.
- Oversee and manage execution of contracted services.
- Prepare and submit E-rate filings and grant applications.

Ideal Candidate Qualifications:

- A fluency in information technology and the ability to communicate effectively on IT topics and issues
- A self-motivated individual with the ability to move consortium projects and goals forward
- A thorough understanding of budgeting and fiscal responsibility
- A knowledge of public library operations

Minimum Qualifications:

- Supervisory experience, including staff training and evaluation.
- Significant experience with database and project management.
- Strong problem-solving and organizational skills.
- Excellent written and verbal communication skills, especially in simplifying IT concepts.
- Experience in grant writing and implementation.
- Valid driver's license and ability to travel within Montgomery County.

Education and Experience:

- 5+ years in management, preferably within non-profit, library, or related fields.
- Excellent computer skills with advanced knowledge of MS Office, database, internet applications, and network functions.
- Preferred: Project Management Professional Certification.

Physical Demands:

- Ability to walk, stand, and sit for extended periods.
- Capability to lift and carry at least 30 pounds, with the ability to push up to 100 pounds.
- Dexterity to operate computer equipment and perform various manual tasks.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Potential employment is contingent upon completing/submitting within 45 days of hire the results of the following background checks: PA State Police Criminal History, Child Abuse History, FBI clearances, mandated reporter training, or other clearances as required.

Salary and Benefits:

- Competitive salary based on experience, starting at \$90,000.
- Benefits include:
 - Health insurance (100% for employee)*
 - PTO 12 days annually, plus 8 paid holidays*
 - Sick days, up to 12*
 - Retirement benefits*

*Current benefits, subject to change.

Application Process: To apply, please send your resume and cover letter to David Belanger at davidbelanger@mclinc.org. Applications will be reviewed starting February 1, 2025, and will remain open until filled.

Equal Opportunity Employer