

MISSOURI EVERGREEN CONSORTIUM OPERATIONAL MANAGER—Part Time (1099 Independent Contractor Position)

PAY \$24-28 per hour, 20 hrs per week

Starting Date: September 1st, 2021

Missouri Evergreen Consortium (ME) has a unique position working with libraries across the state. The position will manage the operations of Missouri Evergreen. Most of the work will be virtual; some travel required to current and prospective libraries. To apply, please email your resume and cover letter to board@moevergreenlibraries.org.

Responsibilities include:

- **Create annual budget in partnership with Chair**
- **Maintain fee schedule**
- **Grant Writing**
- **Contract Relations**
- **Be lead contact for ILS Management Company**
- **Prepare agenda and packets for membership meetings**
- **Attend membership meetings, board meetings, and committee meetings**
- **Identify training needs across state and coordinate training schedules**
- **Meet periodically with State Library to update on ME libraries and migrating libraries**
- **Be lead on Recruitment/Migration projects**
- **System management/support/Development Coordinator**
- **Maintain and update ME website and youtube**

Supervisory Responsibilities

No supervisory responsibilities.

Supervised by the ME Board of Directors

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Qualified contractor should be knowledgeable of and proficient with library management software (Evergreen preferred), Office suite software, email, and video creation, editing, and sharing.
- Ability to read and interpret documents such as policies, procedures, and instructional manuals.
- Ability to write routine reports and correspondence.
- Grant writing experience is a plus.
- Ability to speak effectively before groups of customers or employees of organization.
- Qualified contractor must be able to work effectively with little supervision and must possess strong communication skills

Education and/or Experience

Bachelor's degree from a four-year college or university; and at least two years related experience and/or training. Experience working in a library is required. Masters in Library Science preferred.