



109 S. 5th St, Ste 200
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Position Description Prairiелands Executive Director

What is Prairiелands?

Prairiелands Library Exchange (formerly Southwest Area Multicounty Multitype Interlibrary Exchange (SAMMIE)) is one of seven regions in Minnesota established by state law to promote cooperation between all types of libraries. The 197 libraries that belong to Prairiелands are made up of Public Libraries (60), School Library/Media Centers (119), Academic Libraries (8), and Special Libraries (10). The region covers the 18 counties of southwest and west central Minnesota. Prairiелands is overseen by a Governing Board made up of five private citizens and four library employees (one from each library type) and also receives input from a 12-person Member Council.

REPORTS TO: Governing Board
SUPERVISES: Administrative Assistant

Duties & Responsibilities:

Programs and Services

- Coordinate and implement member services and programs, including frequent communication through agency publications, electronic media, meetings and other continuing education opportunities.
- Work cooperatively with the Pioneerland and Plum Creek Library Systems.
- Work with and conduct on-site visits to member libraries of all types to communicate available services, programs, grants, and workshops.
- Identify, coordinate and offer trainings for professional development for all member libraries.
- Work extensively with both library and administrative personnel at K-12 schools in the Prairiелands region to promote statewide library services, the importance of libraries in education, and training opportunities.
- Orient new librarians and library staff in the region to Prairiелands services.

- Participate in statewide committees that advance the work of Prairielands and other multitypes.
- Facilitates distribution of information pertaining to libraries via various social media and other method as necessary. [FYI: Newsletter, Facebook, weekly e-mails, etc.]

Planning and Development

- In conjunction with the Governing Board, the Prairielands Member Council, and using results from membership surveys, develop a strategic and/or long-range plan to meet changing circumstances.
- Develop and maintain partnerships with other agencies/organizations to expand Prairielands' capacity to serve its members.
- Identify and design programs that serve the needs of Prairielands members in all types of libraries.
- Design programs or collaborative projects to assist K-12 students, teachers, and administrators in realizing the potential of library skills and resources that will extend beyond graduation and foster interest in other types of libraries.
- Keep current on emerging developments in the field through attendance and participation in conferences and workshops, professional reading, and research.
- Stay current with technology developments, including computer software and Internet tools/applications, to effectively manage Prairielands.
- Participate in and make presentations at MEMO, MLA, and other organization meetings and conferences.

Management and Administration

- Hire, train, manage, and supervise Prairielands' staff, consultants and volunteers.
- Comply with and enforce Prairielands' policies and procedures.
- Manage Prairielands' fiscal resources and prepare, monitor, and maintain budget within funding constraints.
- Administer grants and contracts, including grant writing and project management.
- Prepare all reports required by State Library services, granting agencies, and others.

- Represent Prairielands and the Board at the Legislature, State Library, multitype directors' meetings, professional associations, and other functions.
- Advocate for library funding at the state and federal levels of government.
- Oversee Prairielands' website and electronic services.
- Facilitate Prairielands Governing Board and Member Council meetings.
- Provide information and make recommendations to the Board and its committee chairs regarding projects, grants, priorities, budget, policies, and staff issues.
- Maintain a current list of staff members at Prairielands libraries with significant efforts towards tracking library staffing at school library/media centers.
- Perform other duties as directed by Prairielands Board and Committee chairs.

Required Qualifications:

- Master's degree in Library Information Science or School Library Media. [Master's degree in related field may be considered.]
- Minimum 3 years library experience.
- Experience in the development and management of programs and projects applicable to library environments.
- Financial management to include experience in budget preparation and managing diverse funding sources
- Ability to communicate effectively, both orally and in writing.
- Excellent computer skills and familiarity with electronic information resources including databases, the Internet, and relevant software applications.
- Knowledge of library needs, issues, and trends of various library types.
- Knowledge and experience with existing and emerging information technologies.
- Ability to maintain confidentiality.
- Demonstrated ability to take initiative, work independently, organize efficiently, manage/coordinate multiple tasks, meet deadlines, and make appropriate decisions.
- Ability to provide own transportation for job-related travel.

Preferred Qualifications:

- Work experience in more than one type of library.
- Grant writing and grants management experience.

- Supervisory experience.

Prairielands is an affirmative action, equal-opportunity employer.