



## **Job Posting**

### **Contract Services Coordinator (full-time)**

The Library Network (TLN) is the largest library cooperative in the state of Michigan, serving 74 member libraries in six southeast Michigan counties. TLN's mission: *To create a vibrant, collaborative partnership among our libraries, driving access to shared services and resources.*

The Library Network is located in Novi, Michigan and is hiring a Contract Services Coordinator. This dynamic individual will join the TLN administrative team to continue providing outstanding services to our member libraries. The ideal candidate will be experienced in working with vendors to secure contracts for services, grant writing, and the development and management of Requests for Proposals (RFPs) and Requests for Information (RFIs). In addition, this individual will develop and manage a Substitute Pool Services system for use throughout the cooperative. This crucial service will assist libraries and library employees by connecting resources and access to temporary employment.

#### ***Essential Functions***

Under the direction of the Executive Director, the Contract Services Coordinator will:

1. Coordinate contract services for all TLN departments.
2. Develop, design, implement, and administer a Substitute Pool Services system to move toward providing a long-term TLN Employment Services planning model.
3. Assist TLN department heads with organization, administration, writing, and management of Requests for Proposal (RFPs) and Requests for Information (RFIs).
4. Write and manage grants, when directed.
5. Work closely with Department Heads for Contracting Services as needed and plan for the long-term contracting needs of departments.
6. Manage projects and coordinate/assist with contracts for various departments.
7. Ensure timely and successful completion of projects by creating timelines, adhering to budgets, and managing appropriate work assignments.
8. Excel in oral and written communication, and facilitate group meetings.
9. Participate in internal and external meetings.
10. Act as liaison to appropriate member-library user groups and committees.
11. Conduct committee meetings on a regular basis to ensure open communication and to stay abreast of critical issues, projects, etc.
12. Ensure work follows best practices, and maintain service-level agreements.

13. Write RFPs, RFIs, contracts, and provide contract negotiations for vendor and individual contractors.
14. Develop new products and services that will benefit member libraries.
15. Participate in annual budget-planning process.
16. Perform other related duties as assigned by the TLN Executive Director.

***Qualifications and necessary knowledge, experience, skills, and abilities***

1. Bachelor's Degree related to business services or approximately three (3) or more years of relevant demonstrated experience in contracting processes and/or project management.
2. Resource management experience, including budgeting and human resources.
3. Evidence of excellent organizational and interpersonal communication skills, with emphasis on successful customer-service skills and leadership.
4. Ability to make professional presentations to the TLN Board of Trustees, employees, members, and other interested parties.
5. Experience working with external vendors, vendor contract negotiations, and RFP development.
6. Project management experience, including analytical and problem-solving skills.
7. Experience using Microsoft Office suite, Google Workspace, etc.
8. PMI/PMP certification preferred, but not required.
9. Previous experience with libraries or other not-for-profit organizations preferred, but not required.

This is an Exempt position

Typical work hours are Monday – Friday, 8:30 a.m. – 4:30 p.m. (40 hour work week)

Salary: \$75,000.

We offer a generous benefits package, including a Defined Contribution Retirement Plan.

We also offer considerable paid time off, which includes vacation, sick, floating holidays, and 11 yearly holidays.

**Interested candidates should submit a cover letter and resume via email to [hr@tln.org](mailto:hr@tln.org) or mail to: The Library Network, 41365 Vincenti Ct., Novi, MI 48375; Attn: Human Resources.**

**Deadline for submission is October 11, 2024, desired start-date is mid-November 2024.**

The Library Network is an equal opportunity employer.