

The Mid-Michigan Library League (MMLL) is seeking qualified applicants who are interested in serving as an Interim Director of our 45 member Cooperative. This person would assist in the transition between our retiring Director, keeping daily business ongoing, all while the Board proceeds with a hiring process to fill the long term Director position. The successful applicant will be a dynamic public speaker and have strong technology skills. Appointment as an Interim Director does not exclude you from applying for the long term position. A successful Interim Director applicant may still apply and be considered for the Director position.

Qualifications for Interim Director:

MMLL is seeking applicants with the following qualifications:

Masters in Library Science from an ALA accredited school/Level 1 certification with the Library of Michigan

Minimum of 4 years of Supervisory experience

Minimum of 2 years of Administration experience

Advance Director Training

Bondable

Duties:

Bookkeeping, financial and other reportings and necessary filings

Provide support to members

Manage 1 employee and facility

Prepare for board/member meetings and perform regular administrative duties

Reorganize our paperwork and facility

Assist Board with future planning

Prepare the MMLL for upcoming transitions

Hiring the Interim Director position is on a fast track with the position lasting up to 6 months. We plan to fill the Director position by July 2015. Please submit a resume with a cover letter electronically to Board President Lisa Leedy at lisaleedy@hotmail.com no later than **12/31/14**. Interviews will be conducted in Cadillac, Michigan on January 7, 2015 with hopes to fill the Interim Director position for an anticipated start date of January 19, 2015.