

DRAFT

Federation Coordinator Job Description

Title: XXXXX Federation Coordinator

Importance of Position: Encourages Federation libraries to work collaboratively to improve library services locally and regionally.

Summary of Work

- Facilitate and lead Federation meetings
- Encourage and develop leadership amongst Federation libraries by asking members to help with continuing education for the Federation, arranging meeting logistics, and other Federation duties
- Create positive energy and opportunities for networking during the meetings
- Help federation members identify ways to work collaboratively to improve library services
- Work with Federation members, MSL staff, and MSL Commission
- Represent Federation libraries at Montana State Library Commission meetings
- Answer questions about the Federation
- Help federation members create an annual Plan of Service that details goals for improving library service and an annual final report that discusses how the federation did in achieving those goals
- Administer federation – includes filing paperwork with the state, communicating with Montana State Library staff and commission, etc.

Areas of Accountability and Performance

- Encourages collaboration amongst Federation libraries
- Creates energy and a sense of camaraderie amongst members
- Coaches, mentors, and leads Federation libraries
- Works with state library staff and commission to administer federation

Knowledge, Skills, and Experience Desired

- One year as a director of a library within the federation
- Able to communicate orally and in writing
- Able to create positive energy
- Desire to mentor, coach, and lead
- Able to understand the needs, values, and opinions of others
- Desire to help others
- Willingness to travel long distances for meetings

Responsible To: Federation members and the Federation Advisory Board