

# Job Description

**Title:** Consortium Coordinator

**Location:** Northeast New Jersey

**Anticipated Weekly Hours:** 20 hours

**Submission Deadline:** November 30, 2018

## **Summary:**

The Consortium Coordinator is responsible for all day to day operations associated with efficiently running BELS, a consortium of K-12 school libraries. Although reporting to the BELS Executive Board for all major policy decisions, the Consortium Coordinator works largely independently and adheres to current policies to solve any dilemmas which occur. The position is ideal for those looking to gain valuable administrative and management experience within a library setting.

## **Key Responsibilities:**

The Consortium Coordinator's specific duties are always changing and evolving, but at present they include but are not limited to:

- Administrating the integrated library system & public access catalog (Follett Destiny)
- Overseeing the reciprocal borrowing/ILL system
- Administrating the BELS website
- Acting as BELS treasurer, budget manager and bookkeeper (Paychex experience a plus)
- Providing technical support and training to membership
- Conducting training sessions for new library personnel
- Coordinating with third-party vendors for consortium discounts
- Recruiting new member school libraries to the consortium
- Creating professional development programming opportunities
- Leading BELS Consortium Council and Executive Board meetings
- Publicizing BELS services, including representing the consortium at conferences and other events

## **Necessary Skills:**

- Highly organized and self-motivated
- Excellent interpersonal skills
- Outstanding communicator/public speaker, whether in a large or small group setting, in-person or via telephone, email or online meeting
- Knowledge of computers, major software titles (including Microsoft Office, Adobe Creative Suite & Quickbooks), and emerging technologies
- Knowledge of Destiny Software, Follett Books, BCCLS, ILL
- Familiarity with budgeting, accounting and best business/advertising practices
- Ability to learn new systems, procedures and processes quickly

## **Other Requirements & Qualifications:**

- Masters of Library Science (M.L.I.S. or M.L.S.) from A.L.A. accredited institution
- NJ School Library Media Specialist certificate strongly preferred (Youth Services experience in a public library may be substituted)
- Consent to a background check
- Three professional references

**Terms of Employment:**

The Consortium Coordinator works on a 12-month contract, subject to hourly part time limits and is subject to renewal each year by the BELS Executive Board.

**Compensation & Benefits:**

Part Time hourly position

- Biweekly paycheck based off the NJLA recommended hourly rate

**Required Documentation & Submission:**

The following documents are required:

- Cover letter
- Resume
- List of three references (including the best times to reach each reference via phone)
- One-page essay (double spaced) stating your vision for the future of school library media centers.

All documentation should be submitted via email to: [exboardpresidentbels@gmail.com](mailto:exboardpresidentbels@gmail.com). Submissions will be accepted until the position is filled. The anticipated start date is no later than January 2, 2019.

Position Available: BELS Consortium Coordinator, Bergen/Essex/Hudson/Passaic County Area