

*MCLS is a non-profit, member-driven organization whose mission is to facilitate sharing resources and to collaborate with other organizations to benefit Michigan and Indiana libraries.*

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## **GROUP PURCHASING COORDINATOR**

### ***Primary Responsibilities:***

The Group Purchasing Coordinator coordinates, supports, and administers group purchases for library products and services in collaboration with Group Purchasing team. Provides support to members and customers by answering questions, processing orders, and troubleshooting. Supports special group purchasing initiatives. Works with MCLS marketing staff and vendors to create targeted marketing programs to grow and sustain group purchasing. Builds and maintains productive working relationships within MCLS and between MCLS, libraries, and vendors.

### ***Characteristic Duties:***

1. Responsible for ordering, renewing, and processing subscriptions for electronic resources
2. Responsible for managing product quote requests
3. Provide member and customer support for all aspects of group purchasing
4. Provide assistance to members and customers and respond to inquiries and needs about electronic resource purchases and renewals
5. Meet with vendor sales representatives to negotiate product pricing and maintain strong relationships in support of group purchases
6. Work with Marketing and Communication Coordinator to create a marketing strategy for current and new product offerings
7. Work with member and customer libraries to identify and evaluate new vendors for recommended group purchases
8. Oversee product and vendor information on MCLS website
9. Serve as liaison between MCLS and various library collection-related working groups
10. Compile revenue/expense data, trend analysis, and other reporting

### ***Related Duties:***

1. Attend MCLS virtual staff meetings; occasional travel to in-person meetings or in-service meetings
2. Attend seminars and workshops related to general professional and personal growth, and strategies for MCLS as a non-profit organization that supports libraries
3. Promote products and services to member and customer libraries
4. Attend ALA and other conferences as appropriate to meet with vendors and librarians
5. Participate in cross-functional MCLS committees as needed
6. Some travel within and beyond Indiana and Michigan
7. Other duties as assigned

### ***Qualifications:***

1. Master of Library Science or equivalent required
2. Two to four years of relevant experience

3. Excellent verbal and written communication and other skills including active listening and strong attention to detail
4. Courteous and professional demeanor that fosters a positive influence from MCLS and maintains effective trust-based, mutually beneficial relationships
5. Team player who works collaboratively to solve problems and achieve goals
6. Experience with all components of Microsoft Office and other computer software and systems (e.g. Google Apps, survey software)
7. Demonstrated ability to work effectively in an evolving, collaborative, multi-constituency environment with an ability to manage a diverse set of multiple priorities and track multiple simultaneous projects and processes
8. Growth mindset and orientation toward growing MCLS's business, membership, and member participation (e.g., in committees and other working groups that work to advance MCLS's and libraries' work)
9. Proven ability to be self-directed, collaborative, organized, proactive, and results-oriented
10. Ability to travel within and beyond Indiana and Michigan as needed
11. Proficiency in basic math
12. Residency in Indiana or Michigan (remote work environment)

**Attributes:**

1. Experience working with libraries and/or library staff
2. Experience working in a non-profit organization
3. Experience with library acquisitions, collection development and/or open access resources
4. Experience advancing an organization's diversity, equity, inclusion, justice, and accessibility (DEIJA) efforts

**Salary Range:**

Minimum: \$54,000

**Supervision Received:**

Supervision received from the Associate Director

**Supervision Exercised:**

None

**TO APPLY:**

**Provide your cover letter, résumé/vitae, and three professional references to [jobs@mcls.org](mailto:jobs@mcls.org)**

**For full consideration applicant materials should be submitted by December 16, 2022.**

RECRUITER: Don Crankshaw, Crankshaw Consulting, has over 25 years of human resource experience and over 11 years of recent public library experience. His consulting services including human resources, recruitment, employee benefits, organizational development and equity, diversity and inclusion (EDI).