Law Library Microform Consortium  
P.O. Box 211284  
Eagan, MN 55121

Position Description

I. Identifying Information
   Position Number  1
   Position Title  Executive Director
   Geographic Location  Bloomington, Minnesota and TBD

II. Introduction
   Function of this organizational unit:

   Purpose of the position: The Executive Director serves as the Chief Executive Officer (CEO) and develops and directs the company’s short- and long-term goals and objectives and financial plans under the direction of the company’s Board of Directors.

III. Major Duties & Responsibilities
   A. Develops the company’s annual and long-range programs, goals, and objectives. Develops and administers the annual operating budget. Applies for grants or loans as necessary. Determines the requisite staffing and equipment needed to obtain company goals. Develops sales and marketing strategies to keep the company self-sufficient. Develops and manages strategic alliances, partnerships, and administers contracts. [40%]

   B. Maintains excellent working relationships and communication with the Executive Board, members, out-sourced and off-site scanning institutions, industry leaders, and related professions. Prepares the Director’s quarterly and annual reports for the Board of Directors. Publishes communications including blogs, emails, and the LLMC Newsletter for subscribers approximately four times per year. Prepares agenda and materials and attends the twice per year meetings of the Board of Directors. Calls additional meetings of the Board as necessary. Reviews LLMC Bylaws on a regular basis. Consults with the Advisory Council as needed. Represents LLMC at national and international meetings of law librarians and related professions. Keeps abreast of relevant needs and innovations of related professions. [30%]

   C. Exercises general supervision over the company’s administrative team, collection development, content, and production functions and staff, including direct oversight and management of the Director of Global Legal Content Initiatives and the Business Project Manager. Reviews wages of LLMC employees on a regular basis. Ensures that work on identifying titles for scanning or processing is consistent with LLMC’s mission and long-term goals. Approves of inclusion of new titles from off-site scanning institutions. [25%]

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D. Other duties as assigned. [5%]

IV. Controls Exercised Over the Work.
   A. Supervisor
      Position No. Class title: Board of Directors

   B. Nature of Supervisory Control Exercised Over the Work
      Board of Directors exercises broad over-sight; decides on programs and budgets
      proposed by the Executive Director.

   C. Nature of Available Guidelines Controlling the Work
      Company mission; pertinent state and federal laws; industry standards and
      conventions.

V. Required Licenses, Certificates, Etc.

VI. Recommended Qualifications
   A. Knowledge: Thorough knowledge of the missions and practices of legal and
      government libraries, digital technology, and business planning and practices.
      Working knowledge of administration of non-profit organizations and modern
      management practices and procedures.

   B. Skills/Abilities: Excellent verbal and written communication skills. Ability to
      work effectively with a broad range of professionals. Computer literate.

   C. Education: J.D. or M.B.A. required; M.L.I.S. highly desirable.

   D. Experience: Minimum of 10 years working in an academic or large
      institutional law or government library or high technology company; of which at
      least 3 years was in a management position.

VII. Tools, Equipment & Machines: Personal computer in a Windows environment.

   Approved by: _____________________
      Executive Director

      _____________________
      Chairperson of the Board

      _____________________
      Chair of Personnel Committee

      Date: _____________