Panhandle Public Library Cooperative System

PPLCS

TITLE	Library Cooperative Administrator
SALARY	Starting at $65,000 DOQ
JOB TYPE	Full-Time Exempt
LOCATION	Marianna, FL
OPENING DATE	01/26/2026
CLOSING DATE	Open until position is filled

GENERAL STATEMENT OF JOB

Plans, organizes, and coordinates the operations and activities of the Panhandle Public Library Cooperative System (PPLCS). This position reports to a nine-member Governing Board and demands a proactive individual who thrives in an independent work environment with minimal supervision, while maintaining regular collaboration with the Board. The ideal candidate is one with vision, drive, and leadership skills to elevate member libraries to new heights of excellence.

EXAMPLES OF WORK

- Develops annual budget, analyzes and controls expenditures, coordinates purchasing and contract creation/management.
- Serves as the Cooperative's Single Administrative Head to satisfy State requirements to apply for, receive, expend, and report State-administered grant funds.
- Meets administrative submission and reporting requirements for Florida Independent Special Districts and complies with Florida's Sunshine Laws governing public meetings and public access to records.
- Applies on behalf of member libraries for the Universal Services E-rate Program and abides by all program rules, deadlines, and filing requirements.

- Proactively identifies and pursues grant opportunities to secure funding for programs, resources, and initiatives that benefit member libraries.
- Effectively supervises PPLCS office staff to include annual evaluations, assignments, scheduling, interviewing/hiring, training and development.
- Updates and consults with the PPLCS Board in regularly scheduled meetings which are planned and organized by the Administrator.
- Facilitates cooperation; ensures communication between member libraries, participating local governments, local advisory boards, and library staff to achieve unified library services.
- Serves as active, hands-on Administrator of Koha ILS and Aspen catalog software, maintains accuracy of database and library holdings by conducting periodic maintenance and management of upgrades; interacts as liaison with software/service providers, library staff, and County IT departments.
- Interprets library services, resources and programs to the community, its leaders and stakeholders; advocates for library support at local and state levels.
- Maintains statistical and financial reports of library services for use in State reporting and allocating library funds.
- Participates in professional activities to maintain knowledge of best practices and trends in technology and librarianship.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Requires a Master's degree in a library education program accredited by the American Library Association, and at least two (2) years of full-time paid professional experience, after completing the library education program, in a public library which is open to the public for a minimum of 40 hours per week.
- Possession of a valid driver's license with a clean driving record and reliable means of transportation
- Knowledge of Florida library and Independent Special District governance structure, state statutes, rules and codes, and Microsoft Outlook, Word, and Excel proficiency.
- Experience in cooperative library systems and Koha library software administration is preferred.

OTHER REQUIREMENTS

Physical Requirements: Requires the ability to operate office equipment, to include computers, copy/fax machines, printers, and related peripherals. Must be able to exert a negligible amount of force to occasionally lift, carry, push, pull or otherwise move objects up to 30 lbs. This position requires periodic walking and standing. May require bending, stooping, and twisting. Physical demands are essentially those of semi-sedentary work.

Language ability: Requires the ability to communicate effectively in English, including the ability to convey, record and exchange information; requires the ability to explain procedures and to give, receive and follow oral and written instructions. Must be able to read and interpret a variety of moderately complex technical data, policy and procedure manuals, and codes. Requires the ability to prepare forms and reports using prescribed formats, and adhering to all rules of grammar, spelling, diction, and punctuation. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages used in the parameters of the job and with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of technical instructions in written, mathematical or diagrammatic form; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation.

Numerical Aptitude: Requires ability to add and subtract totals, multiply and divide, calculate percentages and decimals.

Interpersonal Temperament: Requires the ability to interact with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines and peak workloads. Requires the ability to exercise consistent tact and courtesy when in frequent contact with various professionals, county staff, and elected officials.

This position has a thirteen (13) month probationary period and is an at-will employee. Administrator's job performance and compensation package will be reviewed by the Board at the end of the probationary period, and thereafter annually and at any other time of the Board's choosing.

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Library Cooperative Administrator Supplemental Questionnaire

***QUESTION 1**

Do you currently possess a Master's Degree in Library Science from an ALA accredited program?

Yes

No

***QUESTION 2**

How many years of full-time paid professional experience, after completing the library education program, in a public library which is open to the public for a minimum of 40 hours per week do you possess?

None

Less than 2 years

At least 2 years but less than 4 years

At least 4 years but less than 6 years

At least 6 years but less than 8 years

8 years or more

***QUESTION 3**

Please describe your work experience in a public library, including full-time post-Master's degree experience (if none, please enter "N/A") in the space provided.

***QUESTION 4**

Do you possess a working knowledge of Florida library governance structure, statutes, rules, and codes?

Yes

No

***QUESTION 5**

Please describe how and where you obtained your knowledge of Florida library governance structure, statutes, rules, and codes (if none, please enter "N/A") in the space provided.

***QUESTION 6**

Do you possess experience preparing and administering budgets?

Yes

No

***QUESTION 7**

Please describe your experience preparing and administering budgets (if none, please enter "N/A") in the space provided.

***QUESTION 8**

Do you possess experience researching and obtaining grants?

Yes

No

***QUESTION 9**

Please describe your experience researching and obtaining grants (if none, please enter "N/A") in the space provided.

***QUESTION 10**

Do you possess experience in administration of library management software?

Yes

No

***QUESTION 11**

Please describe your experience in administration of library management software (if none, please enter “N/A”) in the space provided.

***QUESTION 12**

Do you have experience in cooperative library systems?

Yes

No

***QUESTION 13**

Please describe your experience in cooperative library systems (if none, please enter “N/A”) in the space provided.

***QUESTION 14**

Which of the following best describes your level of proficiency with Microsoft Excel?

None

Beginner

Intermediate

Advanced

***QUESTION 15**

Which of the following best describes your level of proficiency with Microsoft Word?

None

Beginner

Intermediate

Advanced

***QUESTION 16**

Which of the following best describes your level of proficiency with Microsoft Outlook?

None

Beginner

Intermediate

Advanced

***QUESTION 17**

Do you possess a valid driver's license?

Yes

No

Required Question