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The Suffolk Cooperative Library System (SCLS) seeks a skilled and experienced leader with a passion, energy, and vision to lead the Sustainable Libraries Initiative (SLI) program at SCLS.

The Sustainable Libraries Initiative (SLI) program (sustainablelibrariesinitiative.org) has experienced rapid growth both in New York and nationally and is looking for someone to develop and grow the initiative. The successful candidate will possess exceptional communications skills, project management experience, strategic planning expertise, and desire a high level of visibility in the library community.

The candidate must be a college graduate with project management experience and a Master's Degree (MLS/MIS/MLIS) from an ALA-accredited institution is preferred. The candidate will direct the SLI as well as coordinate training and support for SLI participating libraries in matters relating to sustainable (environmentally responsible, economically feasible, and socially equitable) practices. Travel to regional and national conferences, the ability to attract and retain SLI members, and advocacy on behalf of sustainability and libraries are all key requirements of the position.

SCLS is a fifty-six-member cooperative library system in Suffolk County, NY. We are a supportive employer with opportunities to learn and grow in this position. Minimum starting salary for this position is \$52,345 (negotiable based on experience) as well as a generous benefits package. Nights and weekends are required. Please see the attached job description for details.

To apply, send a cover letter and resume to Suffolk Cooperative Library System Human Resources Office at sclshr@suffolknet.org by Friday, March 3, 2023.

DEPARTMENT: MEMBER SERVICES

POSITION TITLE: SUSTAINABILITY COORDINATOR

REPORTS TO: ASSISTANT DIRECTOR

GENERAL DESCRIPTION: Under the supervision of the Assistant Director this employee is responsible for the maintenance and development of initiatives designed to improve SCLS and member library sustainability (Environmentally Responsible, Economically Feasible, and Socially Equitable). Areas of concentration include management, governance, funding, marketing, and facilities. Management of the Sustainable Libraries Initiative.

ESSENTIAL FUNCTIONS:

1. Coordinates and directs the Sustainable Libraries Initiative.
2. Works with the Member Services Supervisor to provide member libraries with resources related to library sustainability.
3. Consults, advises and supports member libraries with initiatives related to sustainability.
4. Project Management of the Sustainable Libraries Initiative.
5. Represents SCLS and SLI at regional and national meetings and conferences as needed.
6. Advocates at all government levels for sustainable funding and community support.
7. Works with Sustainability Action Team at SCLS, ensuring all existing sustainability initiatives are being followed, maintained, and advanced.
8. Trains, schedules, supervises and evaluates subordinates.

OTHER FUNCTIONS:

1. Prepares sustainability-related reports, memoranda, and other written materials for SCLS and the SLI.
2. Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of concepts and practices in the field of sustainability (Triple Bottom Line).
2. Project management skills (planning, leadership, and communication).
3. Excellent organizational skills (scheduling, time management, and delegation).
4. Ability to use a wide variety of computer software applications including websites and social media.
5. Marketing, customer service, and financial management.
6. Ability to deal tactfully and courteously with others in a team setting.
7. Ability to work without direct supervision and meet deadlines.
8. Ability to make Sustainable work-related decisions.

REQUIRED EXPERIENCE AND TRAINING:

1. Project Management (Project Management Professional Certificate preferred).
2. Master's Degree (MLS/MIS/MLIS) from an ALA-accredited institution preferred.
3. Combination of experience and training that demonstrate ability to excel in the position.

02/23