

## **POSITION: Group Purchasing Manager**

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

Supervise Group Purchasing and coordinate group license activities and group discount programs. Negotiate licenses with vendors. Provide support by answering questions, processing orders, and trouble-shooting for members. Work with vendors to create targeted marketing programs. Manage Group Purchasing department staff. Assist Executive Director in developing annual budget and with special projects as assigned. Stay current and familiar with trends in library acquisitions, collections, and copyright.

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

1. Responsible for overseeing all member assistance and response to inquiries for web-based databases, electronic journals, electronic books and software.
2. Manage relationships with members through various communication channels including in-person, webinar, email, and phone.
3. Manage order processing for subscriptions, purchases, and renewals.
4. Responsible for maintaining with current information regarding products and services on the MCLS web site. Update price lists, online store, and marketing material.
5. Primary liaison with vendors. Develop and maintain open communications. Work on joint marketing campaigns and special offers as necessary.
6. Provide management and oversight of Group Purchasing staff.

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

1. Attend MCLS Staff Meetings
2. Participate in MCLS leadership team meetings
3. Attend seminars and workshops related to general professional and personal growth.
4. Maintain a widespread knowledge of overall MCLS activities and services.
5. Attend regional & state meetings of member libraries as appropriate
6. Other duties as assigned

### ***Qualifications:***

1. MLS from an ALA-accredited library school
2. 2 - 5 years of library experience with demonstrated management & leadership skills
3. Experience with collection development & electronic resources acquisition
4. Strong knowledge of library environment, trends, and issues
5. Strong organizational skills
6. Ability to travel throughout Indiana & Michigan
7. Ability to work independently
8. Ability to communicate effectively, verbally and in writing

### ***Salary Range:***

Minimum: \$75,000

### ***Supervision Received:***

Supervision received from the MCLS Executive Director

### ***Supervision Exercised:***

Supervise the Group Purchasing Department staff