

Executive Director UELMA

JOB SUMMARY

Manage the business affairs of the Utah Educational Library Media Association and the timely initiation and completion of organizational activities including, but not limited to, planning of a spring statewide conference and a summer workshop and maintaining the association's membership records. The Executive Director collaborates with the Board, state agencies and other organizations to formulate, organize and execute strategies for the promotion, continuing education and advocacy of school librarians and library aides in Utah.

ESSENTIAL FUNCTIONS

- Directly involved in the everyday operations of UELMA, including the maintenance of all association business and organizational records.
- Maintain the association's membership records, including the maintenance of the member contact info and email address list, keeping it accurate and current.
- Manage business affairs and financial records;
 - Prepare an annual budget for Board Approval and control expenditures to that budget.
 - Receive, Bank, disburse, account for, and report all funds of the organization.
 - Prepare and file all federal and state tax reports.
 - Manage registrations at all UELMA Conferences and Workshops.
 - Prepare financial reports to be approved by the board, including an annual report.
- Update and maintain manuals, policy documents, officer directories and similar documents in accordance with the UELMA Constitution and distributes them to all incoming and sitting board members.
- Work with the Nominating Committee to manage the election process of board candidates
- Consult with the President, Executive Committee and Board of Directors to ensure all association activities are in accordance with the UELMA Constitution and in compliance with all state and federal laws and regulations.
- Serve as Parliamentarian at board meetings.
- Perform other duties and assist in other projects as assigned by the Board of Directors.

Qualifications:

Required Knowledge, Skills and Ability

- Degree in education, library science, business, public relations, communication or other related field.
- Demonstrated commitment to school libraries and advocacy on their behalf.
- Database management experience in MS Excel and Access preferred.
- Knowledge of basic business practices including accounting and tax reporting.
- Evidence of experience in marketing, promotions and advocacy.
- Experience using Google Suite applications; Docs, Drive, Sheets and Forms.
- Experience using email marketing tools such as Mail chimp, InContact.
- Demonstrated ability to work effectively in a collaborative and collegial organization.
- Excellent written and oral communication skills.

Cover letter, resume and a list of three (3) references can be sent to UELMA President, Lorraine Wyness (lwyness@graniteschools.org) or UELMAboard@gmail.com

Salary: \$6000.00 annual plus approved reimbursable expenses

Application deadline: March 30, 2018.

Position start date: June 1, 2018

