

JOB DESCRIPTION

- Laurentian Hills is a rural library serving a population of approximately 2960. It has 2 very small branches which act as social interaction points as well as resource centres in the community.
- The CEO reports to Library Board and has general supervisory responsibilities over staff and operations of the library.
- The CEO advises the Board on policy, budget and issues as they arise; applies for grants; files reports; orders items for the collection, supplies and equipment; receives shipments and pays invoices; manages banking and finances; attends meetings to represent the library; liaises with Municipal staff; deals with equipment or software problems including the library's automated system (Insignia); provides interlibrary loan service.
- This position includes managing a six-figure budget with a large portion available for materials (Books, Magazines, DVD's, etc.)
- There is 1 staff person in each branch plus volunteer helpers. The staff persons are the CEO/Head Librarian at the Point Alexander Branch and the Branch Librarian at the Chalk River Branch who reports to the CEO. There are approximately 25 volunteers.
- Staff persons are front-line, dealing personally with all the daily tasks necessary to run the library i.e. Circulation, cataloguing, patron inquiry, programs, branch operations, outreach and overseeing the volunteer helpers.
- The preferred candidate will hold formal library education; a Library Technician Diploma; a minimum of Excel certification from Ontario Library Service. A master's degree in library sciences is considered an asset. The person should also have management experience in a public library setting, a knowledge of current library computer applications, and excellent interpersonal skills.
- The starting salary for this position is dependent on qualifications and experience. There is a probationary period of 6 months. Vacation and sick leave are provided. Health benefits are not included.
- 30 hours per week (flexible and may include evenings and weekends).