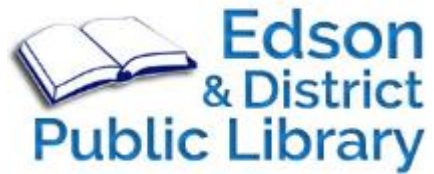


Library Manager

Reply directly to email



The Manager has overall responsibility for the operation of the library and for providing innovative leadership, direction and focus for the Board and staff. The Manager is responsible to and is supervised by the Library Board.

The Edson and District Public Library is an active hub that is engaged with its community and supportive to its patrons. See our website: edsonlibrary.ca.

You will work in a beautiful, newly renovated and expanded library ready for your enthusiasm and vision to create exciting programming and learning opportunities for the community.

Areas of Responsibility:

The successful candidate should be prepared to:

- Work with the board to provide leadership and vision for the staff and community.
- Oversee financial processes, accurate financial control procedures and budget forecasting.
- Provide leadership, development, and oversight of staff, including a bookkeeper in a unionized environment.
- Maintain a viable succession framework for staff.
- Manage, evaluate, and report on library operations.
- Recommend policies and procedures, strategy, and services to the Board, reflective of community and organizational needs.
- Build and maintain exceptional working relationships with strategic partners including the Town administration, Yellowhead County, community agencies and other partners.
- Ensure communication processes are in place to provide accurate and timely information to the community, staff, Board, and other stakeholders and partners.
- Participate in ongoing professional development and in professional associations.
- More details may be found in the Job Description at edsonlibrary.ca.

Qualifications:

- Master's in Library and/or Information Sciences (MLIS) from an ALA accredited institution with background in management, finance, and administration preferred.
- LIT Diploma with relevant and directly applicable background and experience will be considered.
- Professionals in marketing, sales, communications and/or experience in the government or not-for-profit sector will be considered, with relevant and directly applicable background and experience.
- 3 - 5 years of prior experience in a leadership or library management role.
- 5 years of prior budget and forecast experience is an asset.
- Public library experience in a variety of roles is considered an asset.
- Experience in working with a volunteer board is beneficial.
- Demonstrated success in working with and leading teams.
- Valid driver's license.

Skills and Abilities:

- Strategic and visionary thinking and analysis.
- Exceptional interpersonal, critical thinking and communication skills.
- Excellent written, verbal and presentation skills.
- Strong financial management skills.
- Effective change management skills.
- Stay up to date on relevant trends, industry, technology, tools, and best practices for library services.

Satisfactory background screening is required for this position including a Criminal Record Check and a Vulnerable Sector Check.

Salary and Benefits:

This is a 35 hour/week position. Will require some evenings and weekends.

The Library Board offers a comprehensive salary and benefits package. The salary range for this position is between \$63,700 (\$35 per hour) and \$81,900 (\$45 per hour) annually, dependent on experience.

Generous benefits package including 4 weeks of vacation time. The Manager will have the discretion to flex time as needed for meetings or community events.

Interested individuals: please submit a resume and cover letter, attention Hiring Committee to : robertacorser@gmail.com.

Reply directly to email

Deadline for applications is June 18, 2024 at 4 p.m.

Target Start Date is August 2024. Posting will stay open until a suitable candidate is selected.

Only those selected for interviews will be contacted; we thank everyone who has considered this position as part of their career trajectory.