

# Executive Director of Library



## The Position:

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

## About the Community and Library:

The Town of Edson is located along Highway 16 halfway between the bustling metropolis of our provincial capital, and an escape to the beautiful mountains of Jasper National Park. Edson features many amenities of a city, with a small-town feel. With ample campsites, crown land, walking and hiking trails, bike parks and other recreational and cultural opportunities, Edson has something for everyone.

Edson is a thriving, family friendly community, with three prong industry jobs available in mining, oil and gas, and forestry, as well as a top-of-the-line education system with several schools to choose from and engaging activities for families of all ages. More information can be found at [edson.ca/community](http://edson.ca/community)

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](http://edsonlibrary.ca). We have received international recognition for our promotional videos tagged *Igniting Passion* produced in 2022. You can see them on our YouTube channel: [youtube.com/@edsonlibrary](https://youtube.com/@edsonlibrary).

The Town of Edson Library Board is working towards a renovation and expansion that will add years of life to our facility and make it more welcoming, accessible, and inclusive for our patrons. We are beginning construction in late August.

## 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.
- Manage, evaluate, and report on library operations.
- Recommend policy, strategy, and services to the Board, reflective of community needs.
- Build and maintain exceptional working relationships with strategic partners including the Town administration, Yellowhead County, community agencies and other partners.
- Plan and implement standards and procedures for effective library operations.
- Ensure communication processes are in place to provide accurate and timely information to the community, staff, Board, and other stakeholders and partners.
- Participate in professional associations and ongoing professional development.
- More details may be found in the job description at [edsonlibrary.ca](http://edsonlibrary.ca).

**Qualifications:**

- Master's in Library and/or Information Sciences (MLIS) from an ALA accredited institution is considered an asset.
- IMLT Diploma with relevant and directly applicable background and experience will be considered.
- Marketing, Sales, Communications and/or experience in the not-for-profit sector professionals will be considered, with relevant and directly applicable background and experience.
- 5 years of prior experience in a leadership role or library management is an asset.
- 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 an asset.
- Demonstrated success in working with and leading teams.

**Other:**

- Ability to think and work strategically.
- Excellent verbal and written communication skills.
- Strong financial management skills.
- Effective change management skills.
- Knowledge of legislation impacting public Libraries in Alberta essential.
- Valid driver's license.

**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 \$38 and \$45 per hour, dependent on experience.

Benefits include 4 weeks of vacation time. The Director 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](mailto:robertacorser@gmail.com).

**Target start date September. 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 your career trajectory.**