

Empress Library Manager

The Empress Library Board seeks an energetic and creative person to become our new Manager of the Library Services.

Empress is a village of approximately 150 people with additional population from surrounding areas that access the library services.

The Library is well established and is an integral part of the community. The Empress Library is a member of the Marigold Library System which provides access to over 3 million items through electronic book sharing (TRAC).

The Library Manager reports to the Library Board and is accountable for planning, development, coordination and management of library services in accordance with policies established by the Board and with relevant legislation (i.e. Alberta Labor Standards, Human Rights, Health & Safety)

Duties will include:

- ❖ Supervising, managing and leading staff in providing excellent customer service
- ❖ Developing and maintaining the library's collection
- ❖ Measuring and development of community driven services and programs
- ❖ Ensuring adherence to annual budget, assist the Board in its preparation
- ❖ Maintain a strong, cooperative relationship of all library systems (staff, regional member libraries and the Alberta Library Community)
- ❖ Actively participates in the development of library policies, procedures and training programs and services
- ❖ Advocates for the library by developing, promoting and maintaining relationships in the community

Qualifications:

- ❖ Minimum grade 12 or equivalency
- ❖ Experience in dealing with the public, including children and young adults
- ❖ Preference for local residents
- ❖ Strong organizational and communication skill (oral and written)
- ❖ Familiarity with computer applications (Microsoft Office Suite)
- ❖ Excellent human resources management skills and strong teamwork ethic
- ❖ Able and willing to work flexible hours
- ❖ Has valid drivers license and own transportation
- ❖ Able to pass "vulnerable person" police check

Salary and Benefits:

- ❖ The successful candidate can expect salary commensurate with education and experience

Please forward your resume cover letter as well as 2 references to:

Gerry Congram, Chair

Email: geraldine.congram@gmail.com

Subject line: Manager of Empress Library

Applications will be accepted until Wednesday April 3, 2019