



CEO/Librarian

Applications are invited for the position of CEO/Librarian for the Tyendinaga Township Public Library. Reporting to the Tyendinaga Township Public Library Board, the CEO/Librarian will provide leadership and management expertise in all areas of leading a small Rural Public Library.

Hours: Approximately between 20-25 hrs per week, as per Library schedule and Board direction

Duties and Responsibilities

- Carry out Board policies and directives
- Full managerial accountability for operations, projects and finances
- Planning, organization and implementation of programs and services
- Responsible for personnel
- Representation and promotion of library
- Provide management expertise in all areas of the libraries mandate

Skills and Experience Desired

- Management experience – 2-3 years
- Post-secondary graduate – preferably in library sciences
- Proven ability to lead, manage, and adapt to change
- Excellent communication skills (verbal and written)
- Demonstrated organizational and time management skills
- Ability to manage a budget and complete all required financials
- The successful applicant will be required to undergo a Criminal Records Check including a vulnerable sector screening

To Apply

Please provide a covering letter and resume in confidence by 4:00 P.M. Tuesday September 14, 2021 to the attention of:

Board of Directors - Tyendinaga Township Public Library
852 Melrose Road RR #1 Shannonville ON
K0K-3A0

Or

tyendinagatwplibrary@xplornet.ca

A job description is available, but is currently under Board review

We thank all those who apply however only those selected for an interview will be contacted.