



Job Posting

CEO/Librarian

Type: Part-time/Permanent

Salary: Between \$31 and \$36/per hour

Hours of work: 25 hours per week (flexible day, weekend, evening)

Department: Library

We are seeking applications from qualified candidates to fill the permanent position of Chief Executive Officer (CEO). Reporting to the Library Board, the CEO is responsible for the overall operations of the library, manages staff and volunteers, prepares and keeps track of the budget, and ensures that services are provided in a proficient and effective manner.

Job Summary: Under the direction of the Douro-Dummer Public Library Board, the CEO has general supervision over the operations of the Douro-Dummer Public Library and its staff.

Qualifications:

- Library Science Degree from an ALA accredited institution or an equivalent combination of education and experience.
- A minimum of two (2) years of progressively responsible experience within a Public Library setting including demonstrated planning, administrative, financial and human resources expertise.
- Excellent oral and written communication skills.
- Must possess a Class "G" driver's license
- Good organizational, communication and time management skills.
- Proven ability to deal with the public
- High degree of computer skills and knowledge, preferably with JASI Software (SirsiDynix) or its equivalent
- Knowledge of Provincial/Municipal legislation pertaining to libraries

Let us know why you would be an excellent team member by submitting your application. Proof of being fully vaccinated against COVID-19 will be required as a condition of employment.

Resumes will be received in confidence no later than **June 29, 2022, at 4:00 p.m.** Please submit your resume and cover letter to Anne Landry, current CEO of the Douro-Dummer Public Library at alandry@dourodummer.on.ca

We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.

Candidates are encouraged to inform of any accommodating requests so that they can be dealt with throughout the recruitment process. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.