

ENGLEHART PUBLIC LIBRARY 2022

ENGLEHART PUBLIC LIBRARY



Employment Opportunity

POSITION OF CHIEF EXECUTIVE OFFICER/LIBRARIAN

Position overview

Type: Part time/ permanent

Wage: \$23/ hour

Hours of work: 22/ week

Summary

Located approximately 2hours each way between Timmins and North Bay on the Trans-Canada Hwy. Englehart Public Library serves the town of Englehart and the surrounding townships of Evanturel, Chamberlain, Charlton & Dack and numerous unorganized township residents that are interested in Library services. For more information about the Englehart Public Library, please visit our Facebook page at Englehart Public Library.

Reporting to the Englehart Public Library Board and under authority of the Public Library Act (PLA), the CEO is responsible for the operational and financial management of the library and for advancing the library's strategic direction in a manner that reflects the organization's mission, vision and values.

The CEO serves as the Secretary/Treasurer and advisor to the Board and as its primary representative to the citizens of the town of Englehart as well as the contracting townships of Chamberlain and Evanturel as well as community organizations, media, municipal administration, and other levels of government.

The goals of the Englehart Public Library Board are:

- To provide the best possible library service to all residents of the community of Englehart and area in the most cost-efficient and cost-effective manner possible with maximum use being made of the collection by the greatest number of residents.
- To develop a library collection that will appeal to the greatest possible sectors of the community.
- To ensure that library materials, information and programs are available to all individuals in the community through maximum cooperation with provincial and national organizations.

Qualifications & Skills

- Grade 12 education although post secondary education would be an asset (additional education and training would be provided to the successful candidate)
- Knowledge of relevant computer and telecommunications technologies
- Excellent written and verbal communication, presentation, and public relations skills.
- Ability to deliver library programs to a range of users who may include early childhood, school age, adults, and seniors
- The successful candidate will be required to take 10 courses over a 5-year period in Public Library Management that will be funded by the Englehart Public Library Board after proof of completion of each individual course.

To apply please submit a cover letter and resume, mailed, dropped off or email to:

Englehart Public Library Board, Box 809, Englehart, ON POJ 1H0
swilliams@englehartpubliclibrary.ca

We thank all applicants for their interest; however, only those under consideration will be contacted.

Personal information submitted is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the candidate's selection.

The Englehart Public Library is an Equal Opportunity Employer. Accommodations for Candidates with Disabilities are available upon request.

Application deadline November 12, 2022

Training begins December 1, 2022

A copy of the full job description can be picked up at the Library as well as the Town of Englehart, Township of Evanturel and Chamberlain offices. Copies will also be posted on each Facebook page.