



Marmora & Lake Public Library

The Marmora & Lake Public Library Board is currently accepting applications for a permanent part-time Library CEO position (30 hours/week)

The Marmora & Lake Public Library serves the Municipality of Marmora & Lake, Ontario with one main library located in the historic Memorial Building. The library is governed by a five-person Library Board appointed by the Municipality. The library is open 26 hours/week from Tuesday to Saturday and is operated by a staff of 3 part-time employees.

Position Summary:

Under the direction of the Marmora & Lake Public Library Board, the CEO is responsible for the operational and financial management of the Marmora & Lake Public Library. The CEO serves as Secretary and advisor to the Library Board and as its primary representative to the community, professional organizations, municipal administration, and other levels of government.

Job Duties and Responsibilities include but are not limited to:

- The operation of the library within the requirements of the Public Libraries Act, the Regulations, Library Policies, and the Directives of the Library Board.
- Advise and recommend to the Board policy changes required to benefit the purpose and function of the library.
- Train and oversee duties of staff and volunteers, maintaining working schedules required for the operation of the library.
- Prepare funding application for grants and fulfill reporting requirements.
- Select and purchase print and non-print material for the library.
- Responsible for cataloguing and classification of library material in keeping with accepted library standards.
- Serve as board secretary, including preparation of agenda and minutes for meeting.
- Serve as board treasurer recording all monies received and paid out by the library.

Education and Skills:

- Strong leadership and teambuilding skills, ability to work independently and strong organizational skills
- Experience in management of a library or management in a similar setting
- Experience working in a library, public library preferred
- High School diploma with EXCEL courses is the minimum requirement. Post-secondary education in the library field; i.e. Library Technician diploma
- Financial management skills

- Strong technology skills; have worked with JASI ILS or similar ILS, familiar with Windows and Microsoft Office suite, experience using and managing library e-resources

A Police Check and Vulnerable Sector search will be required.

Submit resumes in confidence by **November 30, 2018 at 6:00 pm** to:

Marmora & Lake Public Library, Attn. Joan Hutt, 37 Forsyth St., PO Box 340, Marmora, Ontario, K0K 2M0 or by email to: j.hutt@marmoralibrary.ca

The Marmora and Lake Library is dedicated to maintaining a fair and equitable work environment, and welcomes submissions from all qualified applicants. We are committed to an inclusive, barrier-free recruitment and selection process. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise if you require accommodation. Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act. All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted.