



Job Opportunity

Position: Chief Executive Officer/Library Director

Classification: Non-Union, Grade 12, Part-time

Location: Schreiber, Ontario

Hourly Wage: \$28.68 – \$31.56

Date Posted: March 1, 2022

Closing Date: March 25th, 2022

Located 120 km northeast of Thunder Bay along the northern shoreline, Schreiber is a small rural community with a current population of 1,040. For more information about the Schreiber Public Library visit our website at: www.schreiberlibrary.ca

Position Summary:

The Chief Executive Officer (CEO) works with the Library Board to provide strategic leadership and vision in the delivery of effective, inclusive, high quality, public library services.

The CEO plans, organizes and directs all facets of the organization's operations to provide cultural services within the strategic, policy, and financial framework established by the Library Board. A complete job description is available at www.schreiberlibrary.ca

Position Responsibilities:

These responsibilities indicate the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. The incumbent may be asked to perform other duties as required and as the nature of library services and the work environment changes.

- Provides leadership and support to the Board in the planning and development of services to meet the needs of the Clarington community.
- Oversees the execution of all aspects of library, media studio, and archives service delivery in order to achieve the Board's strategic direction.
- Controls operating and capital budget expenditures, proposes budgets to the Board, seeks additional revenue streams, and ensures that all funds are properly expended.
- Manages human resources and employee relations and maintains a safe, healthy and inclusive work environment.
- Represents the Library, to municipal and regional senior management, provincial and federal governments, and in dealings with other community and library organizations and the media.
- Collaborates and builds relationships with other local agencies and the media to best meet the needs of the community.
- The CEO is the Secretary/Treasurer of the Library Board.

Qualifications/Abilities:

- Post-graduate degree in Library and Information Science (such as Master of Library and Information Science) from an accredited library school or an equivalent combination of education and experience.

- Minimum two years' progressive public library and senior management experience required.
- Familiarity with the Public Libraries Act and other relevant legislation pertaining to libraries, museums, and archives in Ontario.
- Excellent organizational, communication, and interpersonal skills.
- Demonstrated competency in strategic planning, problem analysis/decision making and conflict resolution
- Excellent written and verbal communication, presentation, and public relations skills
- Valid Ontario Motor Vehicle Operator's "G" License and the use of a motor vehicle
- A satisfactory, current (within last 90 days) Criminal Records Check (CPIC)
- Must be legally eligible to work in Canada

Pre-employment testing may include written and oral testing and managerial assessments for short listed candidates. Selected candidates may be requested to submit samples of written work supporting their experience.

Interested applicants should apply in writing to:

Donna Mikeluk CEO

P.O. Box 39

314 Scotia Street

Schreiber, Ontario

P0T 2S0

library@schreiber.ca

1-807-824-2477

1-807-824-2996 fax

Personal information is collected under the authority of the Ontario Public Libraries Act for the purpose of job selection. We thank all applicants for their interest; however, only those under consideration will be contacted.