

The Sundridge-Strong Union Public Library
Invites applications for the position of
CEO/LIBRARIAN
Permanent part-time position

The Sundridge-Strong Union Public Library is a small library in the Central Almaguin Region of Ontario. We serve an area population of approximately 2000 permanent residents along with a substantial summer cottager and visitor population.

The CEO reports to the Library Board, and has complete charge of the library system. The CEO plans, organizes, coordinates and supervises the programs and services of the Library, implements Library Policy and controls library financial commitments and expenditures. The CEO trains and supervises support staff, represents the Library in the community, at joint Library meetings, conferences and acts as computer site administrator.

Minimum Education Requirements:

Grade 12 or equivalent

Successful completion of at least one post-secondary college or university-level course of study

Assets:

Graduation from a Library Technician college program or successful completion of Excel/Advance Excel or equivalent

Previous experience working in a public library

Experience in writing grant proposals and fundraising

Computer literacy including Internet, Microsoft Word & Microsoft Excel

Experience with computer network administration, troubleshooting hardware/software problems

Familiarity with Sirsi/Dynix's Workflows circ/cat program

Hours:

The position is 47 hours biweekly, including evenings and Saturdays.

Wage:

\$19.36/hour starting salary; a 3-month probationary period; and an annual COLA raise.

To apply, please submit a cover letter and resume to: Sundridge-Strong Union Public Library Board, Denise Rogers, CEO, Box 429, Sundridge, ON POA 1Z0 by Thursday, June 1, 2017. Only candidates selected for an interview will be contacted. The successful candidate will be required to provide a current criminal record check, including a vulnerable sector VS check.