

Director of Library Services Chestermere Public Library

The Chestermere Library Board seeks a dynamic, innovative, energetic and creative professional to become our new Director of Library Services.

Chestermere is a beautiful town nestled around Chestermere Lake. Located just 10 minutes east of Calgary, it offers a wonderful combination of small town living, within easy access to city amenities. It is one of the fastest growing communities with a population of just under 15,000 residents.

Chestermere Public Library is a Member of Marigold Library System, which provides access to over 3 million items through TRAC. TRAC is the Regional Automation Consortium, which includes 4 Regional Library Systems in Alberta.

Chestermere Public Library is an integral part of the Town and takes pride in providing excellent friendly service that is reflective of the community. Currently we have a 50% cardholder rate which is steadily on the rise and a circulation of 220,712. We are proud to offer programs that appeal to all age groups and work hard to integrate ourselves into the heart of the community; as such we are looking for a Director who will share our goals.

Reporting to the Library Board, the Director is accountable for the planning, development, coordination and management of library services in accordance with the policies established by the Board and with relevant legislation. The director will be responsible for overseeing three full time and twelve part time staff members. Specific accountabilities for the Director of Library Services are to:

- Establish and implement public relations programs and partner with other community organizations to promote the Chestermere Public Library;
- Liaise with all stakeholders;
- Ensure adherence to the annual budget and assist the Board with its preparation;
- Assist the Library board with policy/procedure development and implementation;
- Develop and maintain the library's collection;
- Supervise, manage and provide leadership to library staff and volunteers;
- Report to and assist the Library Board as required;
- Develop, manage and measure effectiveness of library programs and functions for all demographics of the community;
- Have awareness of current library trends and keep the board apprised of developments within the library system.

Qualifications:

- MLS or equivalent from an ALA accredited library school;
- 5 years of experience as a librarian in an increasingly responsible supervisory and/or administrative position in a public library setting;
- Substantial experience in public services and dealing pleasantly with the public including children and young adults;
- Strong organizational and communication skills;
- Familiarity with computer applications such as Microsoft Office Suite;
- Excellent human resources management skills, strong teamwork ethic;
- Valid driver's license and own transportation;
- Ability to work flexible hours;
- Able to be bonded and pass 'vulnerable persons' police check
- Experience working within the Marigold Library System
- A coordinating role with international organizations an asset

Salary and Benefits:

- 55-65K depending on experience (with a full benefits package included).

This position offers an exciting and unique opportunity to become an integral part of our outstanding library. If you have superior communication, leadership and interpersonal skills, please forward your resume, cover letter and three references to:

Marilyn King
Chestermere Library Board
c/o 105B Marina Road
Lower level, Town Hall
Chestermere, AB T1X 1V7
www.chestermererepubliclibrary.com

Email: sjkmjk@shaw.ca

Closing date Feb 28, 2012

We thank all applicants for their interest. However, only those candidates receiving serious consideration will be contacted.