



EMPLOYMENT OPPORTUNITY
Chief Executive Officer/Head Librarian

35 hours/week, Permanent Position

The Madawaska Valley Public Library requires a CEO/Head Librarian, due to the retirement of the current CEO. The Madawaska Valley, comprised of Barry's Bay, Combermere and Wilno, has much to offer the successful candidate - a "four season" resort on your doorstep!

The CEO/Head Librarian will manage, administer, coordinate and evaluate the Library's daily activities as per Library Board directives, the *Public Libraries Act*, and the needs of our diverse community.

We are seeking a vibrant and efficient individual to lead our library in providing programs and services for our communities. We are looking for someone who enjoys small town living and being part of a close-knit community. The successful candidate will demonstrate a proven ability in developing and promoting programs that engage all ages and a variety of demographics. Experience working in a small community would be an asset.

The successful applicant will have:

- Master of Library Science degree or Library and Information Technician Program Diploma or Community College Diploma in Library Services or EXCEL - Small Public Library Management Certificate or equivalent; relevant experience considered;
- Minimum of three years overall public library experience, preferably with supervisor experience;
- Advanced computer skills, technical aptitude, and expertise in a range of library automation, office and financial management software, preferably Simply Accounting;
- Excellent management, organization, communication, and interpersonal skills;
- Ability to multi-task and juggle a variety of roles;
- Willingness and ability to travel.

This is a permanent position at 35 hours per week, commencing on November 22, 2022. Starting salary to be determined based on experience. We offer a comprehensive benefits package.

Interested applicants may submit their resume and cover letter by September 13, 2022 to:

The Township of Madawaska Valley Public Library Board
CEO Selection Committee
19474 Opeongo Line
P.O. Box 970
Barry's Bay, ON K0J 1B0
www.madawaskavalleylibrary.ca

Applications will be accepted by mail and/or email.
Applications may be emailed to natjenn@yahoo.com

For information, contact Natalie Barrington, Acting Chair at natjenn@yahoo.com

We thank everyone for their interest. Only those candidates selected for interviews will be contacted.