

## **Bancroft Public Library CEO / Head Librarian**

Bancroft Public Library is seeking an energetic and highly motivated individual to fill the position of Head Librarian/ CEO.

### **The Library and Community:**

Bancroft is located in the heart of Ontario, tucked away from the bustle of the big city but close enough to visit. Central to several mid-sized cities and halfway between Toronto and Ottawa, Bancroft offers the tranquility of the Canadian Shield with all the amenities of a modern community. Bancroft has become the community of choice for many people who would like to leave the busy city-life behind; the Bancroft region provides the perfect blend of urban and rural economies and landscapes and makes a wonderful place to live, work and thrive! Bancroft Public Library services a regular population of over 7000 people annually which increases to approximately 15,000 in the peak seasons.

### **Responsibilities:**

- Develop and administer a comprehensive program of library services for the residents of The Town of Bancroft and The Township of Faraday
- Direct everyday operations including training, evaluating and supervising the library team
- Serve as the principal communication link between the Library Board, the Municipality, and library partners
- Prepare and administer the annual budget
- Take part in community development activities, from a community-led librarianship approach

### **Qualifications:**

- A Masters Degree in library/information science or a Master's Degree in progress or equivalent experience
- At least three years public library management experience
- Excellent organizational skills to manage multiple priorities
- Experience in strategic and operational planning including library building and expansion
- Experience in budgeting and managing finances including grant programs
- Knowledge and understanding of legislation and regulations relating to all aspects of public libraries and the municipal environment
- An awareness of emerging trends in libraries, including technology and e-resources
- Political astuteness and an understanding of the relationship between the Board and the municipal council and staff
- A proven ability to champion and successfully implement change
- Demonstrated leadership and problem solving skills
- An ability to delegate and to manage and motivate staff

**Compensation:**

The Head Librarian/ CEO position is 28 hours (or four days) per week. Bancroft Public Library offers a competitive salary range and a comprehensive benefits package.

**Applications:**

Qualified candidates are invited to submit resumes and covering letters outlining how their skills and experience match the position requirements by 5:00 pm on September 16, 2015 to:

Human Resources

Bancroft Public Library Board

E-mail: [hr@bancroftpubliclibrary.ca](mailto:hr@bancroftpubliclibrary.ca)

E-mail with PDF attachments is preferred. No telephone calls please.

Submissions will be reviewed by the selection committee appointed by the Bancroft Public Library Board and qualified candidates will be contacted for the first round of on-site interviews which will take place on September 21, 2015.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with Municipal Freedom of Information and Protection of Privacy Act, personal information will be used strictly for the purpose of candidate selection.