

South River - Machar Union Public Library

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The South River – Machar Union Public Library
Invites applications for the position of
CEO

(Permanent part-time position; 46 hours biweekly)

The South River – Machar Union Public Library is a small public library in northern Ontario. We serve an area population of approximately 2,000 permanent residents with a substantial summer cottager and visitor population.

Under the direction of the Board of Trustees, the CEO 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 recommends policy changes, controls Library financial commitments and expenditures. The CEO also trains and supervises support staff, represents the Library to the community and at inter-library meetings and conferences and acts as computer site administrator.

Minimum Education Requirements:

Grade 12 or equivalent.

Successful completion of at least one postsecondary college or university-level course.

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, MS Word and Excel.

Experience with computer network administration, troubleshooting hardware/software problems.

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

Previous experience in bookkeeping, including payroll.

Hours:

The position is 46 hours biweekly, including evenings and Saturdays.

Wage Range:

\$25/hr. for an initial 3 month probationary period; 2 weeks paid vacation (increases 1 week for every 5 years of service, may be accumulated); 1 week of paid sick leave per year (may be accumulated to a maximum of 2 weeks); annual COLA raise.

To apply, please submit a cover letter and resume to Mrs. Lynda Carleton, Chairperson, South River – Machar Union P. L., P. O. Box 190, South River, ON P0A 1X0 by Wednesday November 30th, 2022.

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.