

Library Manager Myrnam, AB

Posting date: April 19, 2024

Part-time Permanent

The Village of Myrnam Public Library acknowledges that our workplace is located on the traditional territories of the Treaty 6 First Nations and Métis People.

ABOUT US

Our library is in New Myrnam School and is part of a hub that sparks and ignites learning, discussion, innovation, and action. We do this by empowering our community and connecting them to ideas and experiences, inspiration, and insight. Serving a community of over 200 people and providing additional service to a catchment area of close to 3500. As a member of Northern Lights Library System, we treasure our small-town community, while offering a wide variety of library services.

POSITION SUMMARY:

The Library Manager will report directly to the Village of Myrnam Library Board. This position is responsible for the efficient and effective operation of the library. Position is 8 hours a week with flexible summer hours. The Board seeks an energetic and forward-thinking Library Manager to take the Village of Myrnam Public Library to new heights.

DUTIES AND RESPONSIBILITIES:

- Oversee and manage Library operations
- Develop and implement Library policies, in conjunction with the Board
- Develop and implement the Library's Strategic Plan in conjunction with the Board
- Lead and direct community engagement activities
- Manage Human Resources and volunteers
- Attend Library Board meetings and act as a consultant to the Village of Myrnam Library Board as required by the board
- Attend Library Manager Council (LMC) meetings presented by NLLS, and in-house workshops and training
- Maintain accountability for Library Budget and Financial reporting
- Develop a working knowledge of library practices and procedures

QUALIFICATIONS:

- Library Tech Diploma or undergraduate degree is preferred; a combination of relevant experience and education will be considered
- Experience working in a public library setting is preferred
- Strong interpersonal skills and ability to work effectively with a variety of groups

- Financial management and budgeting experience is an asset
- While a driver's license is not mandatory it is an asset as there will be travel involved and your responsibility to attend these sessions/meetings

Salary:

- Dependent on experience

Closing date: Until a suitable candidate is found.

Anticipated start date: June 15, 2024

We thank all who apply, however, only those selected for an interview will be contacted.
Please submit cover letter and resumé to the attention of:

Jackie Lubemsky

Board Member, Village of Myrnam Public Library

myrnamlibraryboard@gmail.com