

**The Township of McKellar Public Library is seeking a dedicated professional to fill the role of
Library CEO**

The CEO will encourage public engagement in our newly revitalized community hub by providing a welcoming environment for all. The successful candidate will have excellent interpersonal and communication skills, will use initiative to provide programming which evolves to meet the ever-changing needs of the community, and is encouraged to recruit volunteers to instruct patrons in specialized technology skills. The CEO will work towards advancing the Library's Strategic Plan and be actively involved in creating future plans. The CEO performs circulation and cataloguing tasks, supervises other staff, and attends monthly Library Board meetings in an advisory role.

Qualifications Required:

- Library Technician Diploma or equivalent in experience and training, and willingness to upgrade qualifications.
- Computer Skills (e.g. Word, website maintenance, Facebook)
- Experience in a computerized cataloguing environment (SirsiDynix Symphony Workflows)
- Willingness to upgrade technology skills as needed to stay current

Time and Salary

- Permanent, part-time: 12-20 hours per week, depending on the needs of the library
- Starting at a minimum of \$25.00 per hour, depending on qualifications held
- Position starts on March 26, 2025

The successful candidate must provide a "Police Vulnerable Sector Check."

Applicants are requested to submit a detailed resume outlining relevant skills and related completed courses, in confidence, to the McKellar Township Public Library, or may email their resume or any questions to the Library Board chair, Debbie Woods at woods.family@sympatico.ca .

The deadline for applications is Thursday, January 30, 2025 at 5:00 p.m.