



Has an opening for

Library Director

Under the general supervision of the Board, the Library Director is responsible for identifying, planning, organizing, executing, and evaluating an effective spectrum of library services at both Lac La Biche County Library locations (Stuart MacPherson Public Library and Plamondon Municipal Library) as well as various rural community locations within our service area.

Duties include but are not limited to:

- Develop and maintain organizational policies and procedures for Board approval, ensuring adherence to the same.
- Develop annual budgets for Board approval and oversee monthly expenditures.
- Liaise with community and library related organizations.
- Provide for the recruitment, development, support and where required dismissal of staff, in a fair and objective manner, consistent with organizational policies.
- Oversee the selection, circulation and sharing of the local library collection.
- Oversee the practices related to membership within NLLS and TRAC.
- Ensure maintenance of all library services and property.
- Ensure promotion of a safe workplace and health and safety procedures.

Qualifications:

- Masters Library Sciences Degree from an ALA accredited institution
- At least 5 years of progressive management experience in a public library setting serving a populace of at least 3,000 with a full spectrum of library services.
- Experience with a staff complement of six or more is preferred but not required.
- The candidate must have demonstrated computer, organizational, problem-solving, basic accounting, fiduciary and leadership skills.
- Demonstrated sound understanding and working knowledge of library principles, practices and procedures, time management and problem-solving skills.
- Demonstrated interpersonal skills must include the ability to sustain cooperative, productive relationships with staff, trustees and the public.
- Must have valid driver's license and own transportation.

Candidates will be required to provide a clean criminal records check should they be selected.

Lac La Biche Country Libraries are committed to equity and diversity in the workplace and encourage applications from all qualified applicants. We are fully focused on equality and believe in diversity of race, gender, sexual orientation, religion, ethnicity, national origin and all the other characteristics that make us different.

If interested, please send your resume and cover letter to:

laclabichelibraryboard@gmail.com

This competition will remain open until November 30, 2025.

We thank all applicants for their interest in our organization,
however, only short-listed applicants will be contacted.