



Bibliothèque publique du canton
d'Armstrong
Armstrong Township Public
Library

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Armstrong Township Public Library

REQUIRED IMMEDIATELY
Library Chief Executive Officer (CEO) (*Under Review*)

The Board is seeking a self-directed and dependable individual as Chief Executive Officer of the Library, committed to providing exceptional service.

Reporting to The Armstrong Township Public Library Board, the Library Chief Executive Officer (CEO) is the Board's primary and senior employee. The CEO leads the administration of Library activities as directed by the Board. The CEO is responsible for general oversight of all human, physical, and financial resources of the Board. The CEO provides policy, strategic and operational advice to the Board on various Library matters.

Qualifications:

- Post-Secondary Diploma in related field.
- Minimum 2 years library (or related) progressive experience with at least 6 months in a supervisory capacity.
- Excellent organizational, communication and interpersonal skills.
- Strong technological competencies.
- Bilingual in both French and English is desired.
- The Armstrong Township Public Library Board may consider a different combination of education and experience where appropriate.

The Employer offers a comprehensive benefits package and is a participating member of OMERS Pension.

SALARY RANGE: \$ 20.63 - \$23.74 per hour (Under Review)

Salary will be commensurate on a combination of experience and education.

HOURS OF WORK: 24-30 hours per week

Posting Date: June 1, 2021

Closing Date: June 15, 2021

The complete Job Description can be found at <https://www.armstrongtownship.com> or contact the undersigned for more information.

Please send cover letter and resume to library@armstrong.ca.

Armstrong Township Public Library
35 Tenth St E, Box 39, Earlton, ON P0J 1E0
Phone: (705) 563-2717
