

Regional Librarian
Annapolis Valley Regional Library

The Annapolis Valley Regional Library (AVRL) is searching for a creative and dynamic individual with an enthusiasm for public libraries to fill the position of Regional Librarian, working from the Administration Office located in Bridgetown.

The Annapolis Valley Regional Library is one of nine regional public library systems in Nova Scotia. The Annapolis Valley Regional Library provides access to the world of educational, recreational, and information resources in a variety of formats and technologies.

The Annapolis Valley is an agricultural area spread over three counties and 6,643 square kilometres with a population of 103,836. Public library service is provided by 40 FTE staff through 11 branch libraries and a bookmobile as well as through the web site, www.valleylibrary.ca. The administrative office is located in Bridgetown. The 2007-2008 operating budget is \$2,023,671.00.

Job Summary :

Under the direction of the Library Board and in accordance with the N. S. Libraries Act, the Regional Librarian is accountable for provision and development of public library service to the residents of the 11 municipalities served. Implements policies as adopted by the Board, advises the Board regarding revision of those policies, and acts as consultant to the Board in planning and development matters. Leads staff in fundraising efforts.

DUTIES

- Acts as the Secretary to the Library Board; attends all its meetings and the meetings of all sub-committees (except those which consider his/her employment, salary, and performance) as a non-voting member
- Acts as professional advisor to the Board; reports regularly to the Board, keeps members informed as to the state of the library and recommends policies and action where needed
- Responsible for keeping the Board and staff on a course that complements the goals of the Provincial Library, other regions within the Province, and the library's funding municipal units.
- Keeps abreast of current developments in the library field through professional reading, attends workshops, and conferences
- Required to be a co-signer on all financial transactions (cheques, withdrawals, etc.) drawn on library accounts
- Responsible for the operations and management of the regional library as a whole, including personnel, finances, reporting, services and technology

- Responsible for working with the Board in determining the future endeavours of the region, planning and implementing goals and objectives while keeping in touch with the needs of the communities it serves.
- Responsible for recommending revisions to present policies and the introduction of new ones to the Board. Responsible for the enforcement of policies as determined by the Board.
- Responsible for the direct supervision of all Departments Heads, including their hiring, training and supervising
- Acts as the direct line of communication between the Board, staff and the public
- Responsible for the coordination of selection and acquisitions of library materials, regularly reviewing AVR's collection for updating, expansion, withdrawals, replacements and enrichment
- Meets with Nova Scotia Regional Librarians and Provincial Library staff on a regular basis
- Responsible for the fundraising efforts of the Regional Library Board, including coordination of grant-writing and sponsorship opportunities

MINIMUM EDUCATION/EXPERIENCE REQUIRED

Master's degree in librarianship from CLA/ALA accredited university. At least 8 years professional experience including a minimum of 3 years proven administrative experience in a public library.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Organizational and administrative skills to manage the library's resources, including financial and personnel resources
- Supervisory skills for managing human resources, assisting staff in managing their work, giving direction to personnel consisting of professionals and support staff
- Strong leadership skills for heading a team work environment
- Excellent decision making skills
- Ability to interview, hire and supervise staff.
- Knowledge of library resource materials used for reference work, including the Internet.
- Good knowledge of integrated library systems, Windows-based computer software and Internet navigation
- Ability to set priorities
- Excellent oral and written communication skills to prepare and deliver reports, letters, proposals, grant applications, etc.
- Good working knowledge regarding library materials and the ability to use professional tools to make appropriate selection decisions
- Ability to exercise tact, courtesy and sound judgement in dealing with the public

and staff

- Must have reliable transportation

TYPE AND LEVEL OF SUPERVISION

- Direct supervision of all Department Heads.
- Supervises the operations of the region and its personnel.

Salary: \$ 61,010 - \$ 74,156 annually and a benefit package.

Term: Permanent full-time position with a one year probationary period.

Start date: February 2008 (negotiable)

Applications should include a detailed cover letter specifically indicating the candidate's education, training, and work experience in the areas listed above, a current resume, and the names of three references with their e-mail address and phone numbers.

Please forward this material to:

Regional Librarian Position

Annapolis Valley Regional Library

PO Box 640

Bridgetown, NS B0S 1C0

Fax: (902) 665-4899

E-mail: avradmin@nsar.library.ns.ca

Closing date for this competition is November 15, 2007.