

Cumberland Regional Library
Job Opening
Chief Librarian

The Cumberland Regional Library headquartered in Amherst, Nova Scotia has an opening for a creative and innovative Chief Librarian. Amherst is located on the Nova Scotia / New Brunswick border and is two hours from Halifax and 35 minutes from Moncton. The Cumberland Regional Library is one of nine public library systems in Nova Scotia and serves a population of 32,605 through seven branch libraries and books by mail service.

Under the direction of the Library Board, the Chief Librarian is responsible for overseeing all aspects of the management of the Regional Library including planning, organizing and coordinating the work of all divisions and branches of the library system.

Requirements:

- M.L.I.S. degree from an A.L.A accredited Library School.
- Minimum of seven years professional experience in public or regional libraries including a minimum of three years administrative experience in a public library preferred.
- Minimum of five years supervisory experience preferred.
- Extensive experience in project management and budget management.
- Good working knowledge of integrated library systems preferably Sirsi Unicorn, Windows based computer software, online databases and Internet navigation.
- Experience in collection development and monitoring budget.
- Excellent oral and written communication skills.
- Must have reliable transportation and be available to work a flexible schedule including days, weekends and evenings. Some overnight travel required.

Duties:

Administration

- Formulates annual goals and objectives for the library system.
- Suggests, initiates, and carries out plans for the development of the Library including strategic planning.
- Prepares reports for the Provincial Library, and the Library Board.
- Attends meetings and serves as a library representative on various committees.
- Recommends policies for Board approval and ensures that Board policies are followed.
- Reviews policies, job descriptions, and procedures annually to ensure they are up-to-date.
- Collects and interprets library statistics.

Finance

- Prepares annual budget for Board and updates for board meetings.
- Monitors budget and makes purchasing decisions for library operation based upon budget.
- Prepares annual budget reports for the Provincial Library.
- Oversees fundraising efforts for the region and liaises with Friends of the Library groups.

Personnel and Staff Management

Interviews and selects all personnel.
Supervises staff and monitors staff duties.
Evaluates staff, conducts annual performance appraisals, and makes recommendations for training.
Oversees training program for new staff.

Public Relations

Presents reports to member Councils, local community groups, etc. to promote the activities of the Library.
Prepares press releases and approves all media releases prepared by staff.
Oversees the organization and promotion of library fundraisers.
Organizes programs and develops publicity as required.
Organizes and consults with staff on the development and promotion of library programs and services.

Collection Development

Decides which materials to purchase.
Monitors materials budget.
Reads reviews of current literature

Secretary to the Board

Organizes Board meetings.
Sets Board meeting agenda and prepares Board minutes.

Reference

Provides reference service in the absence of the Deputy Chief Librarian.

Other Duties

Assigned shifts on the circulation desk
Responsible for library van maintenance

Salary:

\$58,000 - \$65,279 annually and a benefit package.

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

Start date: As soon as possible.

To Apply:

Send cover letter and resume with three references including their email addresses and phone numbers to:

Chief Librarian Competition
Cumberland Regional Library

PO Box 220
Amherst, NS B4H 3Z2

Fax: (902) 667-1360
Email: fnewman@nsamc.library.ns.ca

Closing date for this competition is **February 15, 2008.**

We thank all who apply however only those selected for an interview will be contacted.