

Brooks Public Library: Head Librarian

Closing Date: 13 January 2012

The Brooks Public Library is seeking a highly motivated and dynamic individual for the position of Head Librarian. The Head Librarian reports directly to the City of Brooks Library Board. This position is responsible for the management and administration of the library. This includes providing leadership to library staff, acting as a liaison with various individuals and groups, ensuring the provision of high quality library service to the public, collection development, financial administration, programming development, and promotion of the library in the community.

The successful candidate will:

- Provide leadership and supervision to all library staff
- Act as liaison between library staff, the City of Brooks Library Board, the Shortgrass Library System, the City of Brooks, the County of Newell, and other organizations as needed
- Serve on library and community committees
- Advise and assist the City of Brooks Library Board in developing and implementing policies and plans
- Perform a variety of administrative and financial duties including budgeting and payroll
- Provide timely reports to the City of Brooks Library Board on library operations and financial status
- Develop and maintain the library's collection
- Oversee all library services, programs, marketing and publicity initiatives

The Brooks Public Library serves the City of Brooks and surrounding area. The City of Brooks is a vibrant multicultural community in the heart of Southeastern Alberta with a population of 13,500. The city boasts a wide range of amenities and recreational interests and is located 100km west of Medicine Hat on the TransCanada highway.

Brooks Public Library is a member of the Shortgrass Library System, a regional library consortium serving libraries in Southeastern Alberta, the Alberta Library (TAL), and the Rural Information Services Initiative (RISE). It has an annual operating budget of \$350,000 with a designated collection budget of \$58,000. The library is well known in the community and across the province for our programs and special events, particularly our programs for new Canadians. For more information about the library, visit: www.shortgrass.ca/bpl.

Qualifications

- Masters degree from an ALA accredited program or equivalent
- A minimum of two (2) years experience in a library environment
- A minimum of three (3) years supervisory experience
- Excellent leadership and organizational skills
- Excellent interpersonal and communication skills
- Excellent knowledge of library technologies

Salary

This is a 35 hour per week position. Salary will be dependent upon experience and will be negotiated at the time of hiring.

Please send a cover letter, resume, and contact information of three references to:

Karen Bonora, Board Chair
Brooks Public Library
PO Box 1149, 420 1st Avenue West
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