

Cumberland Public Libraries
Job Opening
Chief Librarian

The Cumberland Public Libraries 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 31,355 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.
- Experience in project management and budget management.
- Good working knowledge of integrated library systems preferably Sirsi-Dynix Symphony
- 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

- 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.
- Oversees fundraising efforts for the region and liaises with Friends of the Library groups.
- Monitors library investments.

Personnel and Staff Management

- Interviews and selects all personnel or directs and oversees selection process
- 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 oversees approval of 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.
- Assists with weeding of the library collection.

Secretary to the Board

- Organizes Board meetings.
- Sets Board meeting agenda and approves drafts of Board minutes.
- Maintains Board documents.

Facilities Management

- Requests repairs from the Municipal Units as necessary.
- Requests furniture from the Municipal Units as necessary.
- Selects specialized equipment and supplies for branches.

Other Duties

- Assigned shifts on the Amherst circulation desk.
- May be required to perform the duties of other staff members as necessary.

Salary:

\$60, 935-\$68, 582 annually and a benefit package.

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

Start date: Oct 28, 2013 or 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 Public Libraries
PO Box 220
Amherst, NS B4H 3Z2

Fax: (902) 667-1360

Email: beth.clinton@cumberlandpubliclibraries.ca

Closing date for this competition is **October 1, 2013.**

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