



Library Manager Vegreville, AB

Fulltime, Permanent

The Vegreville Centennial Library acknowledges that our workplace is located on the traditional territories of the Treaty 6 First Nations and Métis People.

ABOUT US

At the Vegreville Centennial Library, we offer unlimited possibilities and inspiration to people of all ages, to wonder, seek, discover, and share. Our library strives to be Vegreville's Community living room, offering programs and resources for everyone, in a welcoming and inclusive space. We do this by connecting ideas, people and knowledge. Serving a community of over 5000 and providing additional service to a catchment area of close to 9000, the Town of Vegreville offers a progressive way of life, while still creating a small-town feel. Residents of Vegreville enjoy all the amenities of a city with the affordability and friendliness of a small community. As a member of Northern Lights Library System, we treasure our Small-Town Community, while offering Big City Access.

POSITION SUMMARY:

The Library Manager reports directly to the Town of Vegreville Library Board. This position is responsible for the efficient, effective and inclusive operation of the Library. The Board seeks an energetic and forward-thinking Library Manager to take the Town of Vegreville Library to new heights.

DUTIES AND RESPONSIBILITIES:

- Oversee and manage Library operations (including traditional and non-traditional items in the collection, preparing reports, staffing schedules, budgets, grant applications, participating in reviews, etc.)
- Develop and implement Library policies, in conjunction with the Board
- Develop and implement the Library's Plan of Service in conjunction with the Board and Library staff
- Lead and direct community engagement activities, including outreach, liaising with community services, attending functions as Library representative, etc.
- Manage Human Resources within the library
- Attend all Library Board meetings and act as a consultant to the Board
- Maintain accountability for Library Budget and financial reporting
- Attend all Vegreville Library Foundation Board meetings as the Board Secretary
- Interact with Town of Vegreville staff as required for the operation and schedule of the building
- Attend and participate in regional library association events and collaborate with managers of other libraries as representative of the Vegreville Centennial Library

QUALIFICATIONS:

- Library Technician Diploma or MLIS is preferred; a combination of relevant experience and education will be considered
- Experience working in a public library setting is an asset
- Minimum of 1 year in a supervisory position is required
- Strong interpersonal skills and ability to work effectively with a variety of groups
- Financial management and budgeting experience is an asset
- Working knowledge of current library trends, best practices, and procedures, as well as relevant provincial and federal legislation, such as the Libraries Act and Regulations
- A valid class 5 driver's license, with the ability to safely operate a motor vehicle required
- Tech-savvy with experience in Excel, MS Office Suite, sharing applications, meeting preparation and setup



- Ability to provide a background and criminal record check, vulnerable sector check, and child intervention record check
- Lifelong learner and willing to continue learning as legislation and circumstances require
- Must be flexible to work non-traditional hours as required

BENEFITS:

- Competitive Salary Range and Comprehensive Benefits Package
- Educational and professional development allowance for job-related upgrading
- Free family pass to Aquatic and Fitness Centre
- Participation in SIM program
- Earned Day Off program
- Participation in LAPP pension program
- Free library card
- Cell phone allowance

The deadline to apply is August 18th or until a suitable candidate is found.

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

Please submit cover letter and resume to the attention of:

Board Chair

Town of Vegreville Library Board
boardchair@vegrevillelibrary.ab.ca

cc: jmorris@nlls.ab.ca

The Vegreville Centennial Library expressly prohibits any form of workplace harassment based on race, colour, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of the Vegreville Centennial Library's employees to perform their job duties may result in discipline up to and including discharge.

See more at:



**Scan to be directed to the
Vegreville Centennial Library
Website**