



*It's been said that Westlock Libraries are a best kept secret, and we'd like to change that!!
Are you a collaborative and passionate leader who inspires staff, patrons, and the community?
Are you a subject matter expert in public libraries, intellectual freedoms, accessibility,
and grant applications?
Do you value a workplace that is supportive, engaging, and flexible?
If you answered 'YES', then we may be looking for you!*

The Westlock Libraries, serving the Westlock, Jarvie and Fawcett communities, is looking for an experienced people leader who is an exceptional communicator to engage the staff, community, and volunteers while leading projects to further build a community to fill the role of Library Director. This opportunity would involve working with a new, eager, dynamic, and innovative board. The Library Board of Directors are an engaged group looking for a strong leader with a drive for success.

About the Role:

The Library Director is the liaison between the Library Board, the Staff and the Community who collects, interprets, and utilizes statistical data to enhance services that are relevant to the community residents and visitors.

As the Library Director, you will:

- Develop strategic and operational planning of the library,
- Manage recruitment, development, supervision, and evaluation of staff,
- Innovatively promote and enhance the library and its services,
- Manage the library board budget and work with the board and municipality to maintain the library and its facility,
- Attend and administratively support the Board and committees in meetings while sharing information to inform effective decision making,
- Maintain positive relationships with the community and staff of the Westlock Libraries,
- Research and manage all grant applications, communications, and disbursements,
- Manage the library in accordance with relevant regulations, policies, and procedures.

The Library Director is responsible for all areas of library operations and achieving goals and objectives set out in the Plan of Service.

What you Bring to the Role:

- You are an exceptional coach and motivator to your team.
- You are a problem solver who is innovative and analytical when preparing solutions.
- You are diplomatic, collaborative, and committed to supporting a respectful and accountable environment.
- Time management is your thing! You are organized and effective at managing multiple tasks and projects at once.
- You also have a strong commitment to Intellectual Freedoms and Diversity and Inclusion to library services and programs.



Competencies We Are Looking For:

Behavioural – Organization, Relationship Generation/Building, Strategic Thinker, Service Minded Leader, Interactive Communication

Technical – Knowledge of the Library’s fiscal position, Library Automated Systems, Subject Matter Expertise, Knowledge of Community Adult Literacy Programs

Communication – Engaging presenter, Professional and Persuasive Grant Writer, Effective both written and verbally.

Education – Master’s degree in Library and Information Sciences. Management experience involving coaching, development, and full responsibility of human and financial resources is an asset.

For a complete job description, please reach out to the Westlock Library Board.

The current salary range for this position is \$72,500 - 82,500 with \$10,000 of that being contingent on the annual Community Adult Literacy Grant. The position is full-time, working 37.5 hours per week with some nights and weekends required. A satisfactory Criminal Record Check (with Vulnerable Sector) will be required.

Apply:

If you’re interested in our position, we would love to get to know you. Please send a **cover letter**, explaining how you would use your experience to serve the Westlock Libraries and your **resume** to westlocklibraryboard@gmail.com.

We will begin reviewing applications October 6th, 2023.

While we appreciate the interest, only candidates who are chosen for an interview will be contacted.