



**Wawa Public Library Board
Employment Opportunity
Competition 2018-01
CHIEF EXECUTIVE OFFICER
HEAD LIBRARIAN (Interim)
CONTRACT**



The Wawa Public Library Board seeks a motivated, proactive person to fill the position of Interim Chief Executive Officer / Head Librarian on a contractual basis. Wawa is located in picturesque North Algoma (220 kilometers north of Sault Ste Marie) on the shores of picturesque Lake Superior.

Major Responsibilities:

1. This is a leadership position. responsible for all aspects of Library operations including finances, personnel, marketing and day-to-day activities.
2. Following direction from the Wawa Public Library Board, the CEO / Head Librarian maintains policies and practices as established by the Board.
3. Responsibility to ensure that all ancillary services are properly maintained.
4. Advises the Board and makes recommendations concerning new policies and services.
5. Acts as Secretary-Treasurer to the Board and is the Board's representative to the community, professional organizations and government agencies.
6. General supervision over all library staff, including part-time and seasonal staff.
7. Responsible for all financial matters respecting the Wawa Public Library including preparation of the annual budget, explanation of monthly financial statements and liaison with the Municipality of Wawa treasury on all financial matters.

Qualifications:

1. Post-secondary education in General Library Studies or Library Science
2. Must be able to write staff reports and policies
3. Minimum three years' experience in the field of library management
4. Proven ability to work with a diverse group of individuals and organizations to solve problems and develop programs which address the needs of library patrons and users
5. Knowledge of leading practices and associated changes in municipal library services
6. Excellent working knowledge of Microsoft Office and library software

Salary Range: Salary shall be commensurate with experience.

A detailed job description is available upon request by email at libraryboard@wawa.cc

The Wawa Public Library Board is committed to providing accommodations according to the Accessibility for Ontarians Disability Act (AODA) throughout the hiring process. If you require an accommodation under the AODA we will work with you to meet your needs. Qualified applicants are invited to submit cover letter and résumé in confidence no later than **4:00 p.m. December 20, 2018** to:

Wawa Library – Competition 2018-01

Wawa Public Library Board
40 Broadway Avenue, Box 1730
Wawa, Ontario P0S 1K0
email: libraryboard@wawa.cc

We appreciate all applications, however, only those candidates invited for an interview will be acknowledged. Personal information contained in your resume is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used strictly for employment assessment purposes. The Wawa Public Library Board is an equal opportunity employer who is committed to diversity in the workplace.