

## **Library Manager**

**Job Title:** Library Manager

**Location:** Bonnyville, AB

**Type:** Full-time, Permanent

### **Position Overview:**

The **Town of Bonnyville Library Board** is seeking an innovative, collaborative, and highly motivated individual to lead the library team as **Library Manager**. This position is responsible for identifying, planning, organizing, executing, and evaluating a comprehensive program of library services. The Library Manager oversees all aspects of library operations, including policies, programs, human resources, and day-to-day financial management, reporting directly to the Town of Bonnyville Library Board. This is an excellent opportunity to make a lasting impact on a vibrant community while shaping the library's offerings to meet the evolving needs of Bonnyville and the surrounding areas.

### **About the Bonnyville Municipal Library:**

The Bonnyville Municipal Library serves as a vital resource for the Town of Bonnyville and neighboring communities. As a member of the Northern Lights Library System, The Regional Automation Consortium (TRAC), and The Alberta Library, the library plays a critical role in delivering essential services and information. The library's mission is to empower the community with knowledge, resources, and programs that spark learning, innovation, and action.

### **Key Responsibilities:**

- Oversee and manage all library operations, including services, policies, and programs
- Collaborate with the Library Board to develop and implement strategic initiatives for the library
- Lead and direct community engagement activities to enhance library services and outreach
- Supervise library staff, including performance management and training
- Maintain accountability for the library's budget and financial reporting
- Ensure effective delivery of library services in an evolving technological environment
- Attend all Library Board meetings and provide guidance and consultation as required

### **Qualifications:**

- A Library Information Technology diploma or Master of Library and Information Studies (MLIS) degree from an accredited institution is preferred; equivalent education and library experience will be considered
- A minimum of one year of supervisory experience, preferably in a public library setting
- Experience or knowledge in Sage Simply Accounting is an asset
- Strong communication skills, with the ability to deliver excellent customer service

- Experience in financial management and budgeting is an asset
- Familiarity with current library trends, best practices, and relevant provincial and federal legislation, including the Libraries Act and Regulations
- A valid Class 5 driver's license and the ability to safely operate a motor vehicle
- Acceptable Criminal Record Check, including a Vulnerable Sector Check

**Compensation and Benefits:**

The position offers a comprehensive benefits package. The starting salary will be commensurate with the candidate's experience and qualifications.

**Application Process:**

Interested candidates are invited to submit a cover letter and resume online. The position will remain open until filled.

The Town of Bonnyville Library Board thanks all candidates for their interest; however, only those selected for an interview will be contacted.

*Recruitment Supported by Lakeland HR Solutions.*