

Join Our TEAM

The Bentley Municipal Library Board is seeking a community minded person to fill the part time position of Library Manager.

Reporting to the Board, the Library Manager is responsible for:

- Managing the day-to-day operations of the Library, including supervising staff and volunteers.
- Providing regular reports to the Board on all matters essential to the effective functioning of the Board.
- Leading the execution of the Library's Plan of Service
- Preparing program plans and proposals in consultation with the Board, staff, volunteers and other community organizations.
- Developing library collections and access which responds to the evolving needs of all library patrons as identified in the Plan of Service.
- Building strategic partnerships with the municipality and other community and regional organizations.

The ideal candidate will have:

- Minimum: Grade 12 education, post-secondary degree or diploma in a related field, or equivalent experience.
- At least three years experience in a library or education setting.
- Experience in a supervisory role.
- Exceptional interpersonal skills with a focus on Team Building.
- Ability to act as a liaison between the Board and staff.
- Demonstrated ability to think creatively, develop plans of action, and carry them through to their successful completion.
- Excellent verbal and written communication skills.

Please submit your resume to:

Joan Dickau , Board Chair

Box 59, Bentley, Alberta T0C 0J0

Or by email to: jdickau@hotmail.com



Bentley Municipal Library

This posting will close whenever a suitable candidate is found. We thank everyone for applying, however, only selected candidates will be contacted.