



899 Main Street
Box 2020, Pincher Creek, AB. T0K 1W0
(403) 627-3813

LIBRARY MANAGER POSITION

The Pincher Creek Municipal Library is currently accepting applications for the position of Library Manager.

Responsibilities

- leading and directing the Library.
- working closely with the Library Board, Staff, Volunteers, Chinook Arch Regional Library System and the Community.
- managing the day to day operations of the Library.

Education

- post-secondary education required.
- a combination of relevant education and experience will be considered.
- possess willingness to expand knowledge by participating in professional development.

Experience

- experience in supervision and management of staff.
- demonstrated financial management skills.
- experience in developing and implementing work procedures.
- overseeing and evaluating library programs.
- experience working with Boards is an asset.
- excellent people skills.
- knowledge of and ability to interact with diverse groups and individuals.

Employment Details

- full-time (37.50 hours/week) with some evenings and weekends. Salary is negotiable and benefits are provided.
- a criminal record and vulnerable sector checks are conditions of employment.
- a copy of the full Job Description and the Library Plan of Service are available upon request.

Send your cover letter and resumé by email to Sandra Baker, Board Chair at pcml.board.chair@gmail.com

Closing date is September 30, 2021 or until a suitable candidate is found.

Only applicants selected for an interview will be contacted.

