



*You know that feeling you get when you're part of something exciting?
Do you love being able to see the difference you make to people and the community?
You could feel that way EVERY DAY if you were the Director of the Stony Plain Public Library.*

Working collaboratively with the Board, the Director will guide operations to achieve the mission and vision of the Library within the framework of the library's policies, budget, the Board's directives and the Alberta Libraries Act and Regulations, while demonstrating a commitment to service excellence. The Director is responsible for all areas of library operations and their work is fundamental in achieving the goals and objectives of the Library's Plan of Service.

Responsibilities:

- Working with the Board, community groups, and other relevant stakeholders to develop comprehensive library service for the community
- Interpreting policies and creating procedures for effective operations
- Optimizing library programs and services through evaluation
- The Director ensures the Library is responsive to community needs by overseeing services including: Reference, Circulation, Programs, Technology, Collection Development & Community Engagement
- Overseeing human resources including recruitment, training, and performance management
- Planning professional development opportunities for staff and trustees
- Maintaining the facility by purchasing equipment and furniture and arranging repairs as needed
- Communicating the value of SPPL to media, funders, the public, and other stakeholders
- Administering finances including monthly reconciliations, financial reports, and the budget
- Attending Board and committee meetings and reporting library activities to the board to inform decision-making
- Leading the fundraising committee for the Capital Campaign





Skills:

- Excellent organizational, communication and interpersonal skills
- Experience with yearly budgets and financial management is an asset
- Experience working with diverse populations is an asset
- Strong commitment to quality customer service

Qualifications:

- ALA accredited MLIS or recognized equivalent
- Minimum of 3 to 5 years of progressively responsible administrative and supervisory experience or an equivalent combination of relevant education and experience
- Possession of a valid driver's license
- Satisfactory vulnerable sector check

For a complete job description please visit: <https://mysppl.ca/about-us/employment-opportunities/director-job-description>

All Stony Plain Public Library employees uphold and work within the framework of the Alberta Libraries Act and Regulations, FOIP Act and Regulations, CFLA's Statement on Intellectual Freedom and Libraries, as well as the Library's corporate culture as embodied in the Library's Vision, Mission, Values, Plan of Service; and Policies; with emphasis on excellence in customer service.

Salary range is from \$66,230-\$84,990 (negotiable) PLUS benefits and pension. Position is 1.0 FTE- 35 hours/week, some nights and weekends required. We appreciate all applications but will only be contacting those that are chosen for an interview. A criminal record check will be required for the successful candidate.

Apply with cover letter and resume by **January 20, 2022** to Shauna Johnstone (Board Chair), scjohnstone@shaw.ca

