



EMPLOYMENT OPPORTUNITY

HEAD LIBRARIAN/CEO CHAMPLAIN TOWNSHIP PUBLIC LIBRARY

The Township of Champlain, with a population of approximately 8,700, is located east of Ottawa and west of Montreal and is within close proximity to major highways (401, 417 and 34). Champlain Township Public Library is currently seeking a highly motivated and experienced individual to fill the *part-time position* of Head Librarian.

The successful applicant will report to the Champlain Township Public Library Board with the following duties:

- responsible for overseeing, developing, recommending and implementing policies, services and programmes for Champlain Township Public Library;
- combine leadership with management of personnel, facilities and resources;
- maintain and develop relationships with community and government agencies;
- identify and respond to the needs of various sectors of the community with programs and services.

Qualifications:

- Library Technician Diploma or an Excel certificate (S.O.L.S.)
- minimum of 3 years experience and have management experience;
- knowledge of current library computer applications and excellent interpersonal skills;
- fluently bilingual (English and French) and have excellent communication skills
- strong interpersonal, organizational, and administrative skills;
- an interest in community outreach and a commitment to excellent customer service.

A detailed job description is available at the library or on the library's web site at www.bc-cl.ca.
This is a part-time permanent position of 22 hours per week.

The 2018 pay structure range is from \$24.72/hour to \$32.73/hour depending on qualifications, experience skills and knowledge.

Qualified candidates are invited to submit their curriculum vitae by e-mail to lpoyser@bc-cl.ca or by mail to the address indicated below no later than 4 p.m. on February 2, 2018

Champlain Township Public Library
P.O. Box 520, 94 Main Street East
Vankleek Hill, ON K0B 1R0

We thank all applicants for their interest, however only those selected for an interview will be contacted. Information collected will be used in accordance with the Municipal Freedom of Information and Protection Act for the purpose of candidate selection.