



## Library Chief Executive Officer Petawawa, ON

Description:

**The Petawawa Public Library seeks:**

### **Library CEO (full-time)**

Petawawa is a beautiful, dynamic community with a population of 17,500 nestled on the confluences of the picturesque Petawawa River and the mighty Ottawa River. Petawawa has a young, growing population with the second highest median income in Ontario and is the 2<sup>nd</sup> safest town in Canada. Surrounded by the natural beauty of the Ottawa Valley, it is only a thirty minute drive to the east gates of Algonquin Park, Petawawa Terrace Provincial Park is within the town's borders and the Algonquin multi-use trail travels through the center of town. The library is modern, bright, fully accessible and innovative, serving as a community hub which allows all residents to explore a wide variety of programs and services.

Reporting to the Library Board, the Chief Executive Officer (CEO) is responsible for the administration, planning, organizing, directing and controlling of all library operations and services in accordance with the objectives and policies approved by the Library Board. The incoming CEO will advise and recommend new policies and innovative services to the Board and act as the library's representative to the community, professional organizations and government agencies. The successful candidate will display initiative, leadership skills and the ability to act independently within the limits prescribed by the Library Board and legislated by the Province of Ontario. Knowledgeable, efficient, friendly and helpful customer service is a primary function as well as demonstrating knowledge and experience in the principles of accounting, budgeting and financial planning. Proven skills in all aspects of supervision including team building, training, hiring, evaluating and motivating full-time and part-time staff is required. Being aware of emerging trends, new technologies and advancements in library customer service is expected.

Qualified candidates will have a degree in Library & Information Technology or a related discipline, with a Masters in Library Science preferred. Five (5) years of experience in an administrative capacity in a community library environment is also preferable.

The salary range for this position is \$72,363 to \$85,121 based on a thirty-five (35) hour week together with a competitive and attractive benefit package (email Gary Serviss at [gserviss@petawawa.ca](mailto:gserviss@petawawa.ca) for the benefits booklet and a more detailed job description).

Please visit <https://www.petawawa.ca/townhall/employment-opportunities/> for more information. Interested applicants are invited to email their cover letter and resume (marked CEO of Petawawa Public Library) to the following email address: [gserviss@petawawa.ca](mailto:gserviss@petawawa.ca). **Resumes must be received no later than 6:00pm on April 20<sup>th</sup>, 2021 in order to be considered.**

Gary Serviss  
Chairman of the Petawawa Public Library Board  
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