

Carstairs Public Library, has an opportunity for an experienced

Library Manager

Accountable to the Library Board through the board chair, you will be responsible for integrating the decision making of the Library Board and the development and implementation of it's service program, including assisting the Board with long range planning, policy development, and management of the Library resources, hiring and supervising all staff and volunteers, organizing the acquisition, storage and control of the collection, designing and implementing services and programs for users of all ages.

This full time position will require some evenings and weekend work.

Successful applicants will have:

- Bachelor's degree, diploma or certificate in a related area
- Work Experience
- Intermediate to advanced computer skills
Strong organizational and time management skills
- Strong team / interpersonal skills
- Able to lift up to 30kg

Carstairs Public Library offers a competitive compensation and benefits package. If you would like to be part of our dynamic team, please mail your resume by February 5th to:

Carstairs Town Office
Box 370 - 844 Centre St
Carstairs, Alberta
T0M 0N0
Attention: Leslie Cunningham