

## **Library Manager**

The Town of Sundre Library Board is seeking a Library Manager. This position will report directly to the Library Board and be responsible for implementing Board policy, supervision of all personnel, and building programs and services. This position will also be responsible for managing the day-to-day operations, recommending policy, managing financial controls, and promoting positive public relations. Starting salary is set at \$31,500 per year (negotiable pending qualifications) based on a 35 hour work week.

### **Qualifications:**

- Post secondary education, preferably in the library field
- Exceptional communication and interpersonal skills
- Strong leadership, coordination, and organizational skills
- Ability to interpret and apply regulations and policies and to pass information on to staff and volunteers
- Aptitude to become skilled with P.R.L. system, IT network, and other library technology services, as well as Microsoft Office
- Keen personnel and financial management skills

A complete job description can be found at <http://sundre.prl.ab.ca>

Interested parties are invited to submit resumes outlining their qualifications, experience, and salary expectations by 5:00 pm on **Friday, August 15, 2008** to:

Barb Bell  
Library Board Chair  
Sundre Municipal Library  
Box 539  
Sundre, AB T0M 1X0  
Email: [sundrelibrary@libs.prl.ab.ca](mailto:sundrelibrary@libs.prl.ab.ca)