

JOB POSTING: **Library Manager**

The Alix Public Library Board of Trustees seeks a LIBRARY MANAGER to provide leadership for a vibrant and evolving community library.

This position offers the opportunity to balance traditional library services with the continued introduction of appropriate emerging technologies. The Library Manager reports to the Alix Public Library Board and works within the Board's Plan of Service, policies, and procedures.

The Alix Public Library serves approximately 1,500 residents in the Village of Alix and surrounding areas. The library is a proud member of the Parkland Regional Library System and The Alberta Library. Training will be provided on the shared lending system.

Qualifications and Skills

The successful candidate will:

- Provide a current Criminal Record Check with Vulnerable Sector Check
- Have post-secondary education (preferred); a high school diploma is acceptable
- Demonstrate a general understanding of library principles and procedures (training provided)
- Possess strong interpersonal and communication skills
- Be able to mediate concerns and respond with sound judgment
- Interpret and apply policies effectively
- Demonstrate strong organizational, personnel, and financial management skills

In addition, the candidate should be able to:

- Manage change and work effectively in a multitasking environment
- Contribute positively as part of a team
- Bring creativity and innovation to programs, events, and daily operations
- Plan, organize, and follow through on tasks and goals
- Enhance overall library performance and productivity
- Represent the library in a positive and professional manner
- Build and maintain community partnerships
- Use and adapt to relevant computer technologies
- Work independently to meet goals set by the Board

Terms of Employment

This is a part-time position, **30 hours per week**.

The regular schedule will include weekdays, with some evening and occasional weekend hours required to support programming and community needs. Flexibility is important.

The anticipated start date for this position is June 1st or immediately.

A probationary period will be established, during which either the Board or the successful candidate may end the employment relationship.

Salary: \$15.00 per hour, based on experience and qualifications; 3-month, 6-month, and 1-year evaluations in the first year, with raises as training and experience progress.

Benefits/Perks: Paid training opportunities, professional development support, and flexible scheduling

Application Information

Qualified candidates are invited to submit a resume and three references to:

Cheryl Sydor

Human Resource Officer

P.O. Box 311

Alix, AB T0C 0B0

Email: cherylsydor@gmail.com

Application deadline: open until a suitable candidate is found.