

## Castor Municipal Library

4905 – 50th Avenue • Box 699 • Castor, AB T0C 0X0  
Phone: 403-882-3999 • Email: [castorlibrary@prl.ab.ca](mailto:castorlibrary@prl.ab.ca) • [prl.ab.ca/Castor](http://prl.ab.ca/Castor)

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# JOB POSTING

## Library Manager

The Town of Castor Municipal Library Board is seeking a dedicated, versatile, and community-oriented Library Manager to provide leadership and hands-on management for our small but vital community library. Serving approximately 850 residents of the Town of Castor and surrounding rural area, the library serves as a welcoming hub for information access, lifelong learning, programming, and community connection. This role offers the opportunity to blend traditional librarian responsibilities with practical use of emerging technologies suited to a small rural setting.

The Library Manager reports to the Town of Castor Municipal Library Board and operates under the Board's plan of service, policies, bylaws, and the Alberta Libraries Act.

The Castor Municipal Library is a proud member of the Parkland Regional Library System and participates in The Alberta Library consortium.

### THE SUCCESSFUL CANDIDATE WILL HAVE:

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- Post-secondary education in library and information studies or a related field (such as education, community development, or public administration) is preferred. An equivalent combination of relevant education, training, and practical experience in a public library, community organization, or small-team environment will be considered.
- A broad understanding of public library principles and practices, with particular appreciation for the role of the library as a community anchor in rural Alberta.
- Experience or strong aptitude in staff or volunteer supervision, basic financial management and budgeting, and working effectively with a governing Board.
- Exceptional interpersonal and communication skills. Able to build positive relationships with Board members, staff, volunteers, patrons of all ages, and community partners. Skilled at mediating issues constructively and taking positive action.
- Ability to interpret and apply library policies and procedures consistently and fairly to staff, volunteers, and the public.
- Demonstrated or clear potential for strong personnel management and sound financial stewardship appropriate to a small library operation.

### Demonstrated abilities (or clear aptitude) to:

- Lead, support, and work effectively with a small team (including volunteers) while fostering cooperation, professional development, and a positive workplace culture.
- Initiate, manage, and adapt to change successfully in a dynamic, resource-conscious environment.
- Apply creativity, innovation, and practical problem-solving to library operations, programming, and service delivery.
- Analyze situations, organize workflows efficiently, and deliver measurable results with limited resources.

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- Represent the Library professionally in the community and actively develop partnerships with local organizations, schools, seniors' groups, municipal partners, and other stakeholders.
  - Manage core library functions including circulation, collection development/maintenance, patron services, programming, outreach, and basic technology support.
  - Comfortably use, troubleshoot, and promote relevant computer technologies, digital resources, social media, and other tools to enhance library visibility, services, and efficiency.

### TERMS OF THE APPOINTMENT AND SALARY

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This is a part-time permanent position. There will be an agreed-upon probationary period which either the Board or the candidate may end the employment relationship without notice or pay in lieu, subject to Alberta Employment Standards Code requirements. Salary will be competitive and commensurate with qualifications, experience, and the responsibilities of leading a small municipal library.

### HOW TO APPLY

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Qualified candidates should submit a cover letter, a current resume, and the names plus contact information for professional references to:

**Town of Castor Municipal Library Board**

Attention: Hiring Committee

Box 699, 4905 – 50th Avenue

Castor, Alberta T0C 0X0

Email: [castorlibrary@prl.ab.ca](mailto:castorlibrary@prl.ab.ca) (Subject: Library Manager Application – Your Name)