



## *Employment Opportunity*

# Library Manager

Forestburg Public Library is seeking a Library Manager who has a passion to build strong relationships within our community by increasing awareness of the library and its services, programs and resources and continue the tradition of excellent library service.

### Qualifications:

- High School Diploma
- Proficient computer skills – Microsoft Office, basic internet and email competence
- Good communication skills, both written and verbal
- Love reading and assisting the public in obtaining information
- Familiarity with accounting principles and budgeting
- Supervisory experience
- Submit a criminal record check in addition to a vulnerable sector check

### Principal Duties:

- Oversee daily activities at the library
- Ensure good customer service
- Attend and report to the board
- Prepare grant applications
- Learn and use library processing software
- Administrative duties
- Communicating with the public about library programs through various means

Starting wage of \$18/hr. The position will be permanent part time.

Interested? Please submit cover letter and resume to:  
**Forestburg Public Library at forestburglibrary@ prl.ab.ca**