



Penhold & District Library

Penhold & District Library is seeking a **Library Manager** who is passionate about public libraries and building community! The Penhold & District Library is a vibrant part of the Penhold and area community, with over 50,000 visits annually.

Working collaboratively with the Board, the Manager provides leadership for library operations to advance the Library's mission and vision within the framework of Board policies, the budget, and directives, while demonstrating a strong commitment to service excellence. The Manager oversees all aspects of library operations and plays a key role in achieving the goals and objectives of the Library's Plan of Service.

Core Responsibilities:

- Build a strong, respectful relationship with the Library Board that supports and advances its Vision, Mission, Plan of Service, bylaws, and policies.
- Manage all day to day operations of the Library, including programming, services and the Library collection.
- Provide leadership to the Library staff team, including recruitment, training, development, and performance management.
- Create a welcoming and well-maintained Library space.
- Build partnerships to support the Library's goals and Plan of Service.
- Promote the Library as an important part of the Penhold and area community.

Position Requirements:

- Education: Relevant diploma required; Library and Information Studies/Library Technician diploma preferred.
- 2–3 years of previous library experience required.
- 2–3 years of previous supervisory experience required.
- Dedication to excellent customer service and cultivating community.
- Experience reporting to and working with a Board, and an understanding of the Board's role is an asset
- Ability to work independently within a policy framework.
- Strong computer skills and ability to learn new programs
- Financial management experience, including developing and working with budgets and grant funding.
- Knowledge of QuickBooks or accounting software is an asset.
- Able to create innovative programming and services, and use creativity in determining Library offerings.
- A satisfactory criminal record check and vulnerable sector check are conditions of employment.



...passionate about community, literacy and lifelong learning

Other Details:

This position reports to the Penhold & District Library Board.

Desired start date is March 23, 2026 (negotiable).

Hours: 30-35 hours weekly (to be negotiated), including some evenings and weekends.

Salary: Range of \$30-40 per hour dependent on education and experience.

The position also includes access to a flexible health account and monthly RRSP contribution.

To apply:

Email cover letter and resume to penholdlibraryhiring@gmail.com. Applications will be accepted until a suitable candidate is found. The first review of applications will take place February 17, 2026. Interest in the position is sincerely appreciated; however, only those applicants selected for an interview will be contacted no later than February 28, 2026. Questions about the position can also be directed to penholdlibraryhiring@gmail.com. We look forward to hearing from you!

The Penhold & District Library supports equitable employment practices, offering equal opportunity to all and encouraging applicants from a diverse range of candidates.



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