

# FORT SASKATCHEWAN PUBLIC LIBRARY LIBRARY DIRECTOR



## One (1) Permanent Full-time Position

---

The Fort Saskatchewan Public Library is located in downtown Fort Saskatchewan, a vibrant economic and civic hub only 15 minutes northeast of Edmonton. The new, innovative, 17,000 sq. ft. library facility is housed in the City Hall complex and serves the city's growing population of more than 24,000.

Reporting to the Library Board, the Library Director is accountable for strategic planning, developing, coordinating and managing library services with an innovative vision. Specific responsibilities for the Library Director include:

-  Develop and implement policy
-  Act as Chief Executive Officer
-  Provide administrative support to the Library Board
-  Prepare and manage annual budget and grant applications
-  Supervise, manage, and provide leadership to library staff members
-  Manage library programs and functions
-  Liaise with community groups, provincial agencies, contractors, Library Board, and staff members
-  Direct the daily operation of the Library
-  Manage and maintain the Library building and equipment
-  Establish and implement public relation programs, and partner with other community organizations to promote the Fort Saskatchewan Public Library
-  Identify core strategic planning initiatives

Applicants must have a MLIS degree (or equivalent) from an accredited institution and a minimum 3-5 years of experience. Management experience and technological support are assets. A clean driver's abstract, valid driver's licence, and a criminal record check are also required. The Library Board offers a competitive compensation package with benefits, and an annual salary range of \$80,000-\$95,000. For a complete job description, please visit the Library's website at [www.fspl.ca](http://www.fspl.ca).

This position presents a unique opportunity to shape and develop library services in a vibrant and growing community.

Please forward your resume and cover letter in confidence by **4 pm, March 4, 2022 to:**

Nadia Den Boon, Board Chair  
Fort Saskatchewan Public Library  
10011 – 102 Street  
Fort Saskatchewan, AB T8L 2C5  
Email: [nadiadenboon@gmail.com](mailto:nadiadenboon@gmail.com)