

COLCHESTER-EAST HANTS PUBLIC LIBRARY
ACTING ADMINISTRATOR, YOUTH SERVICES JOB POSTING
(TO FILL A MATERNITY LEAVE FOR UP TO ONE YEAR)

Closing Date: September 15, 2018 at 4p.m. AT

The Colchester-East Hants Public Library (CEHPL) is seeking an Acting Administrator, Youth Services to provide leadership and direction for a progressive and committed division of a regional public library system in central Nova Scotia. This position is to fill a maternity leave for up to one year.

The Library's dedicated and dynamic team of 47 (32 FTE including 5.8 librarians) serves a population of over 74,000, in four municipalities, through five branches and a variety of outreach services. The Acting Administrator, Youth Services works out of the main branch and headquarters, located in downtown Truro, in a newly renovated and expanded heritage building in the heart of the town's new civic square. Truro's central location gives access to a town or rural lifestyle. Halifax, Atlantic Canada's largest city, is only an hour's drive away.

Reporting to the Chief Executive Officer and working alongside the Administrator, Adult and Outreach Services and the Administrator, Automated and Technical Services, the successful candidate will direct and participate in the development and delivery of quality, cost-effective services to youth (birth to 18 years) and their caregivers and educators. Working with four branch managers and directing three FTE and two PTE employees at the Truro branch, the successful applicant will provide relevant collections and innovative programs and activities to promote literacy and encourage life-long relationships with the library. Working with colleagues internally and externally, the successful candidate will seek and foster partnerships to advance library service and expand community engagement. Regular information desk shifts and hands-on delivery of some programs will facilitate ongoing, direct contact with patrons.

Qualified candidates will possess a Master's degree in librarianship from an ALA accredited program and three years of experience in a professional librarian position, preferably in a public library youth services setting. This position may be underfilled with a candidate who does not possess the necessary years of experience, at a downgraded classification.

The successful candidate also will have the following knowledge, skills, and abilities:

- Extensive knowledge of literature for ages 0 – 18 years old and a demonstrated passion for youth programming
- Client service orientation with the ability to deal tactfully, patiently, and courteously with public and staff
- Leadership, management, and coaching skills, which foster team work and staff development
- Excellent verbal and written communication skills, including the ability to do public presentations and deliver programs
- Proficiency in the use of technology and social media
- Awareness of trends in popular culture, education, media, and literature as they relate to youth and their families
- Ability to work in a boisterous, fast paced, and challenging environment
- Valid driver's licence

This is an acting full time (35 hours/week) managerial position to fill a maternity leave for up to one year, with an approximate start date of November 1, 2018. The salary and benefits are in accordance with the CEHPL Personnel Policy at a salary range of \$48,976-59,528. Usual work week is Tuesday to Saturday.

A visit to the library's website at <http://lovemylibrary.ca/> will provide additional information about the library.

If you would like the opportunity to work with the CEHPL and continue the development of progressive library services, please forward your application in the form of a résumé and cover letter, either by mail or email, to:

Tiffany Bartlett, Chief Executive Officer
Colchester-East Hants Public Library
754 Prince Street
Truro, Nova Scotia B2N 1G9

Email: adminjob@cehpubliclibrary.ca

We thank all applicants for their interest; however, only those selected for an interview will be contacted.