

The Colchester-East Hants Public Library (CEHPL) is seeking a Chief Executive Officer to provide leadership and direction for a progressive and committed regional public library system in central Nova Scotia.

The successful candidate will be leading a dedicated and dynamic team of 46 (31 f.t.e. including 4.8 librarians), serving a population of over 74,000, in four municipalities, through five branches and a variety of outreach services. The main branch and headquarters are 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.

Working closely with the three-member senior management team and reporting to the CEHPL Board, the Chief Executive Officer ensures cost-effective and quality public library service throughout the Colchester-East Hants region through strategic planning; policy development; management of CEHPL financial and human resources; development and maintenance of library programs, collections, and technology; nurturing community libraries and outreach services; ensuring community engagement through partnerships, advocacy, and public relations; and serving as Secretary to the Board, a 10-member governing body comprising representatives from the library's provincial and municipal funding units.

The CEHPL is seeking a Chief Executive Officer who possesses the following knowledge, skills and abilities:

- Strong leadership skills for heading a complex work environment
- Ability to lead and manage change effectively
- Action and results oriented, enjoys working hard with the ability to seize opportunities
- Strong public service orientation to community-led library service
- Organizational and managerial skills to manage the library's resources, including financial and human resources
- Ability to build constructive and effective relationships, internally and externally
- Excellent analytical and decision-making skills
- Ability to set priorities and inspire confidence
- Excellent oral and written communication skills
- Ability to exercise tact, courtesy, and sound judgment in dealing with the public and staff
- Substantial knowledge of library and office technology
- Valid driver's licence

The successful candidate will require a Master's degree in librarianship from an ALA accredited program. Business or management-related degree or courses will be considered an asset. The candidate will also have at least five years of successful professional experience in a library system, including a minimum of three to five years of proven managerial experience.

This is a permanent managerial position that is available February 5, 2018. The salary and benefits are in accordance with the CEHPL Personnel Policy at a salary range of \$68,250 - \$82,958.

A visit to the library's website at <http://lovemylibrary.ca/> will provide additional information, including selected policies at <http://lovemylibrary.ca/policies/> and annual reports at <http://lovemylibrary.ca/about-us/administration/annual-report/>

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

Ruby McDorman, Chair
Colchester-East Hants Public Library Board
754 Prince Street
Truro, Nova Scotia B2N 1G9

Email: cejob@cehpubliclibrary.ca

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