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| Job Title | Interim Director |
| Reports To | City of Camrose Library Board |
| Job Purpose | As the head of Camrose Public Library, the Interim Director will provide leadership and direction for the Camrose Public Library by directing, planning, managing, and evaluating high-quality, patron-oriented public library collections, services, and programs in accordance with the Alberta Libraries Act and its Regulations, while maintaining the library's vision, mission, values and beliefs, as well as strategic goals and objectives as outlined in the library's Plan of Service. |
| Location and Community | The Camrose Public Library is located in the city of Camrose Alberta, and serves a population of ~25,000 comprised of City and County residents. CPL is a member of the Parkland Regional Library System. |
| Essential Functions | |
| 1 | <p>Steer CPL as it works to achieve the goals as laid out in Plan of Service</p> <ul style="list-style-type: none"> • Represent CPL in community initiatives and committees • Guide internal and external communications, marketing and advocacy initiatives • Advocate for CPL's value, as well as CPL's needs to the community • Oversee the management of the collection • Oversee the programs and services provided by the CPL team • Oversee organizational changes as outlined in the 2024 Organizational Review |
| 2 | <p>Advise the Board</p> <ul style="list-style-type: none"> • Apprise the board of political actions, budget concerns, policy suggestions, and professional development opportunities • Coordinate board meetings and committee work |
| 3 | <p>Oversee Finances</p> <ul style="list-style-type: none"> • Assess financial reports and organizational needs to create a draft budget that aligns with the goals of the plan of service • Create and present draft budget to board and funders |

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| | <ul style="list-style-type: none"> Identify and apply for funding opportunities Ensure that programs and services utilize resources efficiently and align with the Plan of Service Ensure all funds are received and expended in an efficient and effective manner, and done so in alignment with the approved budget |
| 4 | <p>Oversee Workforce and Contracted Services</p> <ul style="list-style-type: none"> Ensures there is a qualified effective workforce to provide quality library services to City and County residents and that staff works productively and efficiently Coordinates the support services provided including accounts payable, accounts receivable, human resources and payroll services, fund development, accounting/financial services, and facility services. |
| 5 | <p>Contributes to a positive work environment and organization</p> <ul style="list-style-type: none"> Is approachable and responsive to colleagues' and the public's concerns and information needs Ensure that the CPL team equitably applies procedure and policy in an empathetic manner Suggest policy improvements that treat staff and the public with empathy, while also being financially responsible, and aligning policy with library values |
| NOTE | The employer reserves the right to change or assign other duties to this position. |
| Qualifications | |
| Education | Master of Library Information Sciences or Equivalent |
| Other Skills | <ul style="list-style-type: none"> Experience with boards Experience with change management Experience with library finances |
| Working Conditions | <p>Standard office environment</p> <p>Outreach to indoor and outdoor community events</p> |
| Special Schedule | Primarily office hours, may require early mornings, evenings or weekends as organizational need dictates |

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| Travel Demands | Professional development opportunities across Alberta, meetings at Parkland Regional Library Headquarters in Lacombe AB. Driver's license required; Personal Vehicle Required | | | | | | |
| Required Checks | Successful candidate must submit a Police Check with Vulnerable Sector and Child Intervention Records Check | | | | | | |
| Job Experience | Required: Minimum 3 years relevant management experience | | | | | | |
| Attributes & Competencies | <ul style="list-style-type: none"> • Comfort with financial records and budgeting • Excellent organizational skills • Ability to prioritize and organize one's own workload • Comfort with public speaking and cold opens • Excellent at advocacy • Demonstrated integrity and confidentiality • Accountability for one's own work • Analytical thinking and problem solving • Familiarity with risk management issues | | | | | | |
| Status | | | | | | | |
| Part/Full-time | Full Time (35hrs per week). Part-time would be considered for the right applicant. | | | | | | |
| Term | Contract – 7 months. ~June 23 2025 – February 3 2026 | | | | | | |
| Wage/Salary | Compensation with Director Grid, commensurate with experience: | | | | | | |
| Step 0 | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 |
| \$87,246 | \$91,379 | \$94,392 | \$97,404 | \$100,417 | \$103,543 | \$106,647 | \$110,380 |

Closing Date for Submissions: April 21, 2025. Please submit your cover letter and resume as one PDF file to board@camroselibrary.com Only candidates selected for an interview will be contacted.

Please direct any questions to board@camroselibrary.com.