



## The Town of Smiths Falls

Requires One (1) Full-Time

### CHIEF EXECUTIVE OFFICER/CHIEF LIBRARIAN

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 9,000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US border.

The Town provides a high quality and affordable life for its residents, with beautiful heritage buildings, two theatres, a charming downtown, and world-class museums and recreational facilities. Enjoy our thriving cultural scene with live music, foodie finds, a local brewery, and dozens of community events – all at the heart of the Rideau Canal, Ontario's only UNESCO World Heritage site and a gateway to the region's abundant lakes and waterways.

The Town is accepting applications for one (1) full time **Chief Executive Officer / Chief Librarian**.

The Smith's Falls Library has a proud heritage as the first Carnegie Library in Canada.

This position reports to the Library Board under authority of the Ontario's Public Libraries Act.

The Chief Executive Officer / Chief Librarian is responsible for:

Meeting with volunteer boards and committees, developing key relationships and providing **35 hours per week including evenings and Saturdays when required**.

#### CORE COMPETENCIES:

- Cultivates a healthy, mutually empowering relationship with the Library Board
- Works collaboratively in teams or groups
- Communicates effectively using a variety of methods
- Anticipates and adapts to change with a sense of optimism and opportunity
- Pursues creative and innovative approaches to library service

The successful applicant will possess:

- Strong professional background normally acquired through a Master of Library Science degree from an ALA accredited institution
- Several years of relevant experience
- Demonstrated planning, administrative, financial and human resources experience
- Excellent oral and written communications skills
- Clear understanding of roles and responsibilities of a library board, CEO, Staff and Municipal Councils and staff

**Full job description available at [smithsfalls.ca](http://smithsfalls.ca) under government services careers**

Qualified applicants are invited to submit their resume by **Friday, February 5, 2021, at 4:00 p.m.**, to Brenda Martineau, Human Resources Advisor, Town of Smiths Falls, via email at [hr@smithsfalls.ca](mailto:hr@smithsfalls.ca)

*The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.*

*We thank all applicants for their interest and only those selected for an interview will be contacted.*

*Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.*