

**THE COCHRANE PUBLIC LIBRARY BOARD
EMPLOYMENT OPPORTUNITY**

CHIEF EXECUTIVE OFFICER

The Cochrane Public Library is currently accepting applications for a Chief Executive Officer. The position is located in Cochrane, a progressive and vibrant community of 5,500 people, in Northern Ontario on the Highway 11 Corridor.

Reporting to, and under the direction of, the Board of Trustees, the successful candidate will be required to administer and coordinate public library operations and services by:

- Providing administrative support and coordination for all Library matters.
- Multitasking to ensure numerous deadlines are met.
- Carrying out Board policies and directives and assisting in long range planning.
- Overseeing the efficient operations of all programs and services.
- Supervising personnel.
- Administering annual work plans and budgets.
- Administering on-going public relations programs.
- Serve as Secretary/Treasurer to the Board.

The successful applicant should have, but is not restricted to:

- Post secondary education in Business Administration, Office Management or a related field, or in the opinion of the Board, is deemed to have equivalent education, knowledge, skills, ability and experience.
- Experience working with information management.
- Sound knowledge of employment legislation and of collective agreements.
- Experience in human resource management within a unionized environment.
- Experience in budget and project management.
- Background knowledge of funding opportunities.
- Proficiency in Microsoft Office, (i.e. Word, Excel, Power Point) and the Internet.
- Strong interpersonal and public relations skills.
- Strong time management and organizational skills.
- Excellent communication skills, oral and written;
- Good knowledge of basic bookkeeping.
- Library experience will be considered an asset.

This position is a full time, three-year contract with the possibility of contract extensions and/or full time employment. Salary and benefits to commensurate based on qualifications and experience.

A job description is available at the Cochrane Public Library, 178 Fourth Avenue, Cochrane, Ontario, during normal office hours or by calling 705-272-4178 Ex. 21 or by visiting our web site at www.olsn.ca/cochrane.

Persons wishing to apply should forward or hand deliver, a covering letter and resume, ***in a sealed confidential envelope clearly marked "Chief Executive Officer (CEO) – Librarian"*** addressed to the undersigned by 4:00 o'clock local time Monday, December 15, 2008. Applications may be hand delivered to the above noted address. In addition, applications will be accepted by fax (705-272-4165) or email (library@town.cochrane.on.ca) if received prior to the time indicated above.

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

All applications will be given serious consideration.

Maggie Hermeston, Chairperson
Cochrane Public Library Board
P.O. Box 700
Cochrane, Ontario P0L 1C0