

Are you ready to embark on an exciting and fulfilling journey as the **Chief Executive Officer/Library Services** of a vibrant and dynamic public library? We are seeking an exceptional individual to lead and administer the affairs of our medium-sized public library, working closely with a dedicated nine-member Library Board. As the CEO, you will play a pivotal role in shaping the future of our library, impacting the lives of our community members, and fostering a love for knowledge and learning.

Responsibilities:

- **Strategic Vision:** Your vision and leadership will drive the library's strategic direction, working in accordance with the directives of the Library Board. You will have the opportunity to shape policies, set goals, and develop future plans that ensure our library remains at the forefront of innovation and community engagement.
- **Board Collaboration:** You will be providing direct supervision to all unionized and non-unionized staff of the Library Board as well as serve as their trusted advisor, providing valuable insights and recommendations on library matters. Your expertise will play a key role in influencing decisions related to staffing, budgets, programs, services, property, and equipment, allowing you to make a lasting impact on our library's growth and success.
- **Inspiring Team Leadership:** As the CEO, you will have the privilege of leading a talented team of library professionals. Your exceptional leadership skills will empower and motivate our dedicated staff, fostering a collaborative and inclusive work environment that nurtures creativity, innovation, and continuous learning.
- **Resource Management:** Through effective financial and resource management, you will ensure the efficient operation of our library. By overseeing budgets, acquiring and maintaining property and equipment, and implementing sound fiscal strategies, you will contribute to the long-term sustainability and growth of our institution.

Qualifications:

- Degree in Business or Public Administration (e.g., BBA, MBA, MPA) or Master of Library Science (MLS) from an accredited university or equivalent.
- Minimum five (5) years of senior management experience within the library sector, preferably in a public library.
- Excellent verbal and written communication skills.
- Strong interpersonal skills to engage effectively with the public, unionized staff, Board members, and funding bodies.
- Proven experience working and managing within a team environment.

For a more detailed job description please contact Anne Charette @ annec@theburkegroup.com