



CHIEF EXECUTIVE OFFICER

Woodstock Public Library

The City of Woodstock is a dynamic and progressive community located in the heart of southwestern Ontario at the crossroads of highways 401 and 403. Woodstock has roots in both agriculture and manufacturing; as the recognized Dairy Capital of Canada and as home to Toyota's second Canadian manufacturing facility. With a skilled workforce, affordable housing and a new community hospital Woodstock truly is a growing city with a lot of rural, small town charm.

The Woodstock Public Library, a Carnegie library, was designated as a historical building in 1976. The library is a single central branch operated by a staff of 31 full and part-time employees. The library is governed by a Library Board, appointed by the City. The Chief Executive Officer (CEO) is accountable for providing ongoing leadership to management and staff, evaluating and improving the effectiveness of the operations, maximizing resources to meet the needs of residents, while maintaining fiscal responsibility. The incumbent will be a highly motivated individual who recognizes the importance of community partnerships, be knowledgeable in library services and marketing, has experience in a unionized environment, and ensure adherence to legislation and approved policies.

The suitable candidate will possess a relevant University degree, with a Master's Degree in Library and Information Science or Business Administration being considered an asset. Essential skills for this role include: advanced leadership and organizational skills, proven ability to build a team and provide staff development, excellent verbal and written communication skills, proficient technological skills, with the ability to effectively manage multiple priorities in a timely manner. An attractive compensation of \$119,861 - \$141,013, including a comprehensive benefits package is offered, commensurate with experience.

The Woodstock Public Library Board is seeking resumes and cover letters to be submitted online at <http://careers.cityofwoodstock.ca> no later than 4:00 p.m. **August 22, 2022.**

The Woodstock Public Library is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

We thank all candidates who apply, but advise that only those selected for an interview will be contacted.