



VEGREVILLE CENTENNIAL LIBRARY

EMPLOYMENT OPPORTUNITY

LIBRARY MANAGER

At the Vegreville Centennial Library, we connect a vibrant community of over 5,000 residents to endless ideas, experiences, and inspiration. As a member of the Northern Lights Library System, we serve as a vital community hub sparking innovation, curiosity, and lifelong learning.

Vegreville Centennial Library acknowledges that our workplace is located on the traditional territories of the Treaty 6 First Nations and Métis People.

POSITION SUMMARY:

The Vegreville Centennial Library has an opening for a full-time permanent Library Manager. The Library Manager reports directly to the Town of Vegreville Library Board. This position is responsible for the efficient and effective operation of the library. The Board seeks an energetic and forward-thinking Library Manager who is committed to exploring new ideas and fostering community relationships to take the Town of Vegreville Library to new heights.

DUTIES AND RESPONSIBILITIES:

- Oversee and manage library operations
- Develop and implement library policies, in conjunction with the Board
- Provide leadership and supervision to library staff and volunteers, including scheduling, training, and performance management while fostering a collaborative, inclusive, and patron-centric culture
- Develop and implement the library's Strategic Plan in conjunction with the Board
- Lead and direct community engagement activities
- Act as a consultant to the Board through reporting and attendance of monthly board meetings
- Collect and analyze usage statistics to inform decision making and improve services
- Prepare and manage the library budget in collaboration with the Library Board
- Research, write, and submit grant applications and pursue alternative funding opportunities to support library programs and services
- Promote the library through outreach, partnerships, and community engagement initiatives
- Maintain and enhance library technology systems and digital resources
- Work with the Town of Vegreville Library Liaison to facilitate services provided by the Town of Vegreville

QUALIFICATIONS & KEY COMPETENCIES:

- Library Tech Diploma or MLIS is preferred; a combination of relevant experience and education will be considered
- Experience working in a public library setting is an asset
- Minimum of 1 year in a supervisory position is required
- Strong leadership and staff management skills with the ability to train and mentor
- Cultivate a collaborative, respectful, and positive workplace while maintaining professionalism and a strong commitment to community service
- Financial management and budgeting experience is an asset
- Experience in grant writing is an asset
- Working knowledge of current library trends, best practices, and procedures, as well as relevant provincial and federal legislation, such as the Libraries Act and Regulations

WORK LOCATION AND SCHEDULE

This is an **on-site position** based in Vegreville.

Hours are **thirty-five (35) hours per week**, Monday to Friday, with flexibility for occasional evening and weekend hours to support library events and operations

SALARY AND BENEFITS

A comprehensive employee benefit package is available.

Expected salary range, **\$61,000 - \$72,000**, based on a combination of education and experience.

Applications will be accepted until June 19, 2026 or until a suitable candidate is found.

To apply, send your resume and cover letter to vicechair@vegrevillelibrary.ab.ca

Incomplete applications will not be considered. Only those candidates selected for an interview will be contacted.