

CEO/Librarian

Employer:	Bruce Mines and Plummer Additional Union Public Library		
Posted:	6 months ago	Closing Date:	April 14, 2023
ES Job ID:	3942	Location:	Bruce Mines
Sector(s):	Other	Duration:	N/A

Job Description:

The Bruce Mines and Plummer Additional Union Public Library Board is seeking a qualified candidate to fill the position of CEO/Librarian.

Qualifications include, but are not limited to:

- experience in program development
- grant writing
- preparation of meeting agendas and minutes
- computer competency
- budget development

Familiarity with Sage accounting program and Excel is a must. Exemplary customer service and communication skills are a pre-requisite in keeping the Library an active community hub.

How to Apply:

Submit resumes via email to loryp@bell.net or mail to:

Town of Bruce Mines
9126 Hwy 17E, PO Box 220
Bruce Mines, ON P0R1C0
Attn: L. Patteri, BMPAUPL Board Chair

Deadline for applications is April 14, 2023 at 4:00 p.m.