

## **Job Opportunity: North East Library Federation Manager**

**( 20 hours/week, \$25.00/hr, Contract position)**

### **Overview:**

The intent of this position is to provide management functions for the Federation including carrying out the initiatives, goals and plans of the Federation. This position also oversees the day to day operations of the Federation including communicating with the Federation Board and member libraries. It also includes administration of the Federation such as acting as Secretary to the Board, maintaining membership information, correspondence, arranging Board meetings, facilitating Library Director meetings, planning workshops, and negotiating contracts with common vendors. The Manager will also assist with financial management of the Federation including preparation of the annual budget and management of accounts.

### **Credentials:**

Library or similar management Degree or equivalent education and experience in library administration. Must also demonstrate an ability to work independently and supervise other contract staff as needed. A good working knowledge of the Library Act, public policy development, government relations, non-profit organizations and association management is also desired.

***A complete job description is available from the contact below.***

Please send resume and cover letter by mail, email or fax to:

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Chair, North East Library Federation  
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**Closing date: August 23, 2010**

**Start date: October 1, 2010**