



Position: Interim CEO / Librarian
Location: North Kawartha, Ontario
Salary Range: \$38.05 to \$45.45 per hour
Hours: 35 hours per week for 1 year contract

The North Kawartha Public Library Board is seeking an energetic, motivated and community-oriented leader for the position of a one year contract Interim Chief Executive Officer (CEO) / Librarian for its two-branch library system. The CEO / Librarian is responsible for all Library operations, in accordance with Board policy, municipal and provincial regulations. Some light travel will be required.

QUALIFICATIONS:

- Master of Library and Information Studies (MLIS) or equivalent
- Post-secondary education in Library Studies, Information Science, or a related discipline
- University education is preferred, with a strong academic background
- An equivalent combination of education and substantial experience in library management may be considered
- Demonstrated ability to work effectively with a Board of Directors
- Access to reliable transportation is required
- An acceptable Vulnerable Sector Police Check

The new CEO should consistently exhibit the following qualities and abilities:

- Strong people-building skills including HR and coaching skills
- A passion for developing literacy skills through a variety of media.
- Prior experience working in a library environment, including planning and delivering programs to diverse age groups, experiences, and backgrounds.
- Excellent communication and customer service skills.
- An innovative mindset.
- Ability to continually promote the library's presence in the community and beyond.
- A clear and strong commitment to diversity and inclusion.
- Ability to strategically select resources based on customer interests and needs that will advance knowledge and abilities in the communities served.
- Openness to suggestions and ideas from customers, staff, and community partners.
- Advanced computer proficiency, including familiarity with and adaptability to new technologies. Knowledge of library software/integrated library systems is strongly recommended.
- Ability to interact respectfully with a variety of community members and groups, including those with diverse needs.



- Ability to work autonomously, prioritize multiple deadlines, and adapt to changing priorities.
- Ability to work both independently and collaboratively as part of a team, bringing out the best in staff.
- Interest in liaising with and learning from other library systems.
- Budget preparation in co-ordination with the Treasurer and the Library Board
- Completes information surveys as required

The complete job descriptions are available on our website at [Job Opportunities | North Kawartha Public Library](#)

The North Kawartha Public Library is an employment equity employer and invites applications from women, aboriginal peoples, visible minorities and persons with disabilities. While the library appreciates all applications, please note that only applications from candidates considered for an interview will be acknowledged.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered will be used for the purpose of job selection.

Applications should clearly identify the job title and include your resume information and cover letter and can be sent by email to councillor@northkawartha.ca or alternatively, they can be dropped off or mailed to:

Attn. Ruth Anne McIlmoyl
Township of North Kawartha
P.O. Box 550
280 Burleigh Street
Apsley, ON
K0L 1A0

The deadline for submission is Tuesday, April 21, 2026.

www.northkawarthalibrary.com