



SIX NATIONS PUBLIC LIBRARY, Est. 1966

PO Box 149

1679 Chiefswood Road

Ohsweken, Ontario N0A 1M0

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Chief Executive Officer and Director of Library Services

The SNPL Board is seeking a highly motivated and proactive individual to join the Library Team as CEO and Director of Library Services for the largest First Nation community in Canada. Six Nations Public Library is unique within the public library sector as we are the only First Nation public library with a Board according to the Public Library Act. As such, we are organized as a public library on-reserve, providing a variety of diverse services to our more than 11,500 residents and 4,000 active card holders. In addition to serving the community of Six Nations of the Grand River, our Library Representatives are active members of committees and First Nation initiatives throughout the province.

The CEO will:

- Act as the Primary Senior Staff for all administrative tasks;
- Act as the Human Resources Department for SNPL, abiding by the Employment Standards Act;
- Supervise, train, mentor and evaluate all staff and volunteers;
- Act as the Chief Librarian, responsible for all acquisitions;
- Serve as the Finance Officer, conducting all payroll and financial management services;
- Be appointed as an Officer of the Board including the position of Secretary and Treasurer;
- Be responsible for all government reporting on behalf of the Library and Board;
- Be responsible for maintaining all Accreditation standards and Legislative requirements;
- Instruct, train, and assist the Board in governance documents and procedures which will meet and exceed these governance needs; and
- Participate in local, provincial, and national committees of significance to SNPL and FNPL advancement.

We are looking for a candidate who can demonstrate:

- Knowledge of the library principles, organization, operations and procedures, and reference materials and books;
- Strong understanding of First Nation public libraries and financial constraints surrounding these libraries;
- Strong understanding of the Six Nations Community;
- Proficiency in research methods including sourcing and identifying relevant materials;
- Proficiency at grant researching and proposal writing;
- Knowledge in and ability to operate a networked computer system;
- Knowledge of computers – MS Word, MS Excel, Internet Research and PowerPoint;
- Confidence communicating as a public speaker (workshops, trainings and age specific programming, public consultation meetings);
- Strong public relations skills, both written and verbal;

- Strong organizational skills;
- Knowledge of Simply Pro finance software an asset;
- Familiarity with Payroll and Employment Law an asset;
- Minimum three years' experience working in an administrative and financial role with a budget in excess of \$100,000 preferred;

The Candidate must possess a minimum of Library Technicians Diploma; while bachelor's degree or a Master's Degree in relevant fields such as Library and Information Sciences preferred.

The salary range for this position is commensurate with the experience and qualification for a 37.5 hour work week. It should be known that according to CRA only those who are status by a First Nation Band qualify for tax exempt wages on reserve. SNPL participates in EI, CPP, WSIB, and a benefit package for pension only. Submission of a Criminal Records Check with Vulnerable Sector Search (bondable) is a condition of employment.

If you are an individual who has a strong connection to First Nation librarianship, has a strong understanding of the Six Nations community, and meets the minimum qualifications described above, we encourage you to apply for this exciting position. A copy of the full job description is available at <http://snpl.ca/opportunities/>

The Board would like to thank all applicants and note that only qualified applicants will be selected for an interview.

Applications should be submitted attention to the *CEO Hiring Committee* by 4:00 pm on Thursday, November 16, 2017 at:

- Mailed to Six Nations Public Library, PO Box 149, Ohsweken ON N0A1M0;
- Delivered to Six Nations Public Library, 1679 Chiefswood Rd during business hours; or
- Emailed to: chair@snpl.ca

SNPL is not responsible for delays in mail or technical difficulties of email. Only those received by the deadline will be considered.

