

The Corporation of the Township of Perth East and
The Perth East Public Library



Interim Library Chief Executive Officer

(May 2026 – May 2027)
(Full-time, Contract)

JOB ID: LIB-05-2026

The Perth East Public Library Board (the “Board”) is recruiting an Interim Chief Executive Officer (“CEO”) responsible for the management of the Perth East Public Library (the “Library”) on a contract basis for a period of twelve (12) months.

Position Overview:

Reporting directly to the Board, the CEO is responsible for providing vision, strategic direction and advice to the Board, as well as the administration, planning, development, coordination and control of all Library operations and services in accordance with relevant legislation and policies established by the Board.

Professional Responsibilities:

- Implement strategic plans, providing direction to Library staff and volunteers.
- Assist the Board in the development and implementation of the Library’s mission, vision, values and business plan.
- Collection development.
- Facilitate the planning, development, implementation review and evaluation of policies including alignment with Township policies.
- Responsible for the operation and maintenance of capital equipment.
- Liaise with clients/organizations to develop and strengthen partnerships.
- Leverage technology, systems and continuous improvement opportunities to optimize business efficiencies in connection with corporate initiatives.

- Responsible for Library financial management to ensure efficient and effective operation of the Library.
- Oversee the preparation of annual budgets.
- Apply for and administer special grants.
- Manage capital expenditures and asset management.
- Ensure the Library operates in compliance with all legal and Board mandates and timelines.
- Attend all Board meetings, perform duties of Secretary to the Board in accordance with the provisions of the *Public Libraries Act*.
- Actively participate as a member of the Township management team to assist with the development and implementation of the strategic plan, goals, objectives and policies within the parameters of the Township's mission and core values.
- Participate and represent the Library on the Perth County Information Network ("PCIN") management committee and PCIN Board. Oversee the budgeting and service responsibilities to PCIN.

Qualifications, Requirements:

- A degree in Library Science or equivalent combination of post-secondary education and practical experience is required.
- Minimum of five (5) years' experience in a library or non-profit organization including demonstrated leadership, planning, administrative, financial and human resources skills.

Skills & Knowledge:

- Knowledge of provincial and municipal organizations and structure, and legislation applicable to the operation of a public library in the province of Ontario.
- Knowledge of, and appreciation for, rural communities.
- Results-based individual with experience developing sound methodologies for deriving insights and a keen interest in policy and process frameworks.
- High-level critical thinking skills with the ability to perform in a proactive and strategic manner.
- Plan, prioritize and balance multiple responsibilities and shifting priorities successfully.
- Demonstrated knowledge of financial operating and capital budgets, and business planning processes.

Working Conditions:

- Work involves direct contact with the public. Exposure to disagreeable people and situations can be expected.
- Moderate physical activity is expected including lifting heavy boxes (up to 30 lbs.), shoveling walkways, and shelf shifting.

Position Details:

- Full-time position, 35 hours per week, to include days, and evenings
- 2026 Library Hourly Pay Range - Grade 10: \$41.64 - \$51.12 per hour
- OMERS Pension Plan - optional
- Criminal Background Check is required (cost to be reimbursed upon submission of receipt)
- Vacancy Status – Maternity/Parental Leave Contract

Competition Closes at Noon on Friday, February 20, 2026. Interested candidates can apply online at:

<https://townshipofpertheast.applytojob.com/apply>

Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Requests for accommodation can be sent to Human Resources at hr@pertheast.ca or 519-595-2800 ext. 258.

We appreciate all responses and advise only those applicants selected for an interview will be contacted.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001, and will be used for the purpose of candidate selection.

Applications are collected through our Applicant Tracking System which has AI capabilities. All AI capabilities are not utilized.