

GREENSTONE PUBLIC LIBRARY

CHIEF EXECUTIVE OFFICER

Permanent – Part Time

The Chief Executive Officer (CEO) is responsible for the overall leadership, strategic direction, and administration of the public library system. Reporting to the Library Board, the CEO ensures that high-quality, accessible, and innovative library services are delivered across all library branches while supporting the organization's mission, vision, and strategic priorities.

The CEO oversees all aspects of library operations, including strategic planning, financial management, human resources, four (4) library sites, collections, technology, community engagement, and legislative compliance. The CEO builds strong relationships with municipal officials, community organizations, culturally diverse residents, and staff to advance the library's role as a vital community resource. The CEO also functions as Secretary/Treasurer of the Library Board at all meetings.

HOURS OF WORK: 4 HOURS PER DAY, MONDAY TO THURSDAY

RATE OF PAY ACCORDING TO EXPERIENCE

QUALIFICATIONS

Must have knowledge of Microsoft and Excel

Previous managerial skills would be an asset

Financial and budgeting knowledge

Able to travel between four branches

A detailed Job Description is available on request.

E-mail your resume to Dorene Boulanger at gdbou@bell.net

Please reply on or before Monday, August 10, 2026 at 12 p.m.