



324 Clark Street, Powassan, ON P0H-1Z0 ♦ Tel: 705-724-3618 ♦ Fax: 705-724-5525 ♦ www.powassanlibrary.com

Chief Executive Officer (CEO) Powassan and District Union Public Library

30 - 35 hours per week

Located in near north Ontario in the Municipality of Powassan, the Powassan and District Union Public Library (PDUPL) is in search of a new Chief Executive Officer (CEO) to lead our small and mighty library into the future.

As a Union Library (under the Public Libraries Act, ON) we are mostly funded by, and serve, the municipalities of Powassan, Chisholm and Nipissing (in addition, the small community of Restoule also participates as a member)—a total population of over 6,000. Our Library Board is a Governing Board and acts as owner/operator and consists of community members and council representatives from each of these communities.

Reporting to the Library Board, the CEO is responsible for providing vision, change leadership, strategic direction and advice to the PDUPL Board and is responsible for the administration, planning, organizing, directing and controlling of all library operations and services in accordance with policies established by the Board. The CEO develops, plans, recommends and implements strategies, goals, policies and processes that support the efficient and effective delivery of services and continuous improvement and drives for results that are aligned with the Board's priorities and strategic vision while ensuring inclusive, transparent and accountable decision-making on all levels of the operation. The CEO serves as Secretary and Treasurer to the Board and acts as the Board's representative to the public, professional associations, community committees, and government agencies. The CEO is committed to providing responsible financial management and stewardship and empowers, develops and manages the performance of the Library staff and volunteers. The CEO champions the PDUPL mission, vision and values, and inspires the library team in the innovative creation and implementation of services with a core focus on delivering excellence.

Qualifications and Experience:

As the PDUPL CEO, a Master's of Library and Information Science degree from an accredited university is preferred. A Diploma in Library Technical or equivalent plus business courses, along with a minimum of five (5) years of related library experience with three (3) year's progressive experience in library administration/non-profit organizations including public library.

Education in Business or Public Administration is considered an asset, as is Public Library Leadership Certification.



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Demonstrated experience in financial administration, marketing and human resources is necessary, as is knowledge of legislation applicable to the operation of public libraries in Ontario. Experienced writing grant applications also an asset.

To succeed in this position, you will be self-motivated and able to work with minimal supervision, be an effective communicator, marketer, maintain discretion and a high degree of professionalism, and be passionate about providing library services to the community.

Compensation:

\$37.76 / hour (2025—2026 rate is currently under review).

Benefits

Apply via email by April 15, 2026 to: info@powassanlibrary.ca

For more information about the Powassan and District Union Public Library visit: www.powassanlibrary.com

For information on the Union member municipalities:

Powassan: <https://www.powassan.net>

Chisholm: chisholm.ca

Nipissing Township: nipissingtownship.com

Restoule: loringrestoule.com

We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted. Various background checks will be performed on the successful candidate. We are dedicated to maintaining a respectful, fair and equitable work environment and welcome submissions from all qualified applicants. The PDUPL welcomes and encourages applications from people with disabilities. Please reach out if you require an accommodation.