



Employment Opportunity

The Emo Public Library and the Township of Emo is currently seeking an individual for the position of CEO/Librarian at the Emo Public Library

Resumes to be received on or before

Wednesday, February 4, 2026 at 3:00 p.m. for:

CEO/Librarian

25 hours/week

Wage Range: Year 1: \$31.37/hr to Year 5: \$33.75/hr

Comprehensive Benefit Package/OMERS Pension

Please submit your cover letter and resume to the attention of
Crystal Gray, CAO/Clerk-Treasurer

By email to township@emo.ca in the form of one (1) PDF file.
Complete job descriptions available at the Municipal Office or www.emo.ca

We thank all the applicants for their interest but only those selected for an interview will be contacted.



Township of Emo

Position Description

POSITION TITLE: Chief Executive Officer/Librarian

GENERAL SUPERVISOR: Emo Public Library Board and CAO/Clerk-Treasurer

Position Summary:

The CEO/Librarian is responsible for all aspects of the administration of the library.

Position Supervises:

All other paid library staff and volunteers.

Responsibilities:

Specific Duties – Administrative

1. Assists in Occupational Health & Safety Inspections.
2. Inventories and orders supplies.
3. Maintains all library records.
4. Maintains library facility and liaise with the Municipality on facility issues.
5. All other duties as assigned.
6. Prepares Emo Public Library Board meeting packages, and meeting minutes.
7. Prepare reports for the Township of Emo.
8. Purchases and troubleshoots computer hardware and software.

Analytical

1. Analyses library statistics and prepares statistical reports, including the annual report.
2. Helps format strategic goals with the Library Board.
3. Interpret policies and procedures for staff and patrons.

Circulation

1. Delivers circulation.
2. Process interlibrary loan requests.
3. Registers patrons and orients patrons to the library.
4. Shelves library materials.
5. Completes quality assurance checks on patron records.

Collections

1. Catalogues library materials using MARC and LCSH headings.
2. Process library materials.
3. Evaluate donations.
4. Maintain library catalogue in JASI.
5. Purchase new materials.
6. Weeds library collection.

Creative

1. Develops and delivers programs for adults, youth and children.
2. Creates and write promotional materials.
3. Administers library social media page and contributes to municipal website

Electronic Services

1. Administers library social media page and contributes to municipal website.
2. Purchases and troubleshoots computer hardware and software.

Financial

1. Administers fundraising activities.
2. Collects desk revenue.
3. Identifies options for generating additional revenue.
4. Works with Emo Public Library Board & Township of Emo to prepare annual budget.

Human Resources

1. Orients other Library staff members, volunteers and Library Board members.

Strategic

1. Maintains a working relationship with Emo Council, the Emo Public Library Board, and all other organizations that may contribute to the day-to-day function and success of the library.

Qualifications

1. Post-secondary qualifications in library techniques preferred.
2. Experience in a public library setting, including circulation and supervisory.
3. Preferred knowledge of original cataloguing using MARC and LCSH.
4. Demonstrated success in writing grant proposals and public relations material.
5. Excellent management, organization, communication, interpersonal and presentation skills required.
6. An acceptable Vulnerable Criminal Records Check is required.

Effort:

WORKING CONDITIONS

Usual public office conditions with a high public profile in administrative functions - work is subject to interruption and to deadlines.

Probation Period – 6 months