

LIBRARY ADMINISTRATOR – full time, permanent, immediate start
Border Regional Library

Advocacy, vision, innovation, partnerships

Are you?

- organized and efficient
- a great communicator
- an independent worker
- willing to work with the BRL Board, providing advice and recommendations as required

Do you?

- possess excellent computer skills (MS suite)
- strong accounting skills, including budgeting and payroll (QuickBooks)
- have human resource management and development experience

As the managerial head of BRL, with three branches in Virden, McAuley and Elkhorn, you must have strong financial management abilities. You will be responsible for:

- preparing and managing budgets
- preparing and reporting monthly and annual financial statements
- managing purchasing and other expenditures
- launching fundraising efforts
- preparing and managing grant applications

Request a Job Description at the Virden branch or by emailing borderregionallibrary@rfnw.com
Submit your resume and references by email to: BRL Chairperson Mark Humphries at m.humphries@wallace-woodworth.com

Salary is competitive and based on qualifications, with a good benefits package.