



AREA LIBRARIAN/BRANCH MANAGER WILLIAMS LAKE BRANCH LIBRARY

The Cariboo Regional District is seeking an experienced individual to fill the full-time position of Area Librarian/Branch Manager for the Williams Lake Branch Library. The Regional District is a mostly rural area known for its agreeable climate and a vast array of outdoor recreational opportunities. The Library System includes 15 branches, 12 in small rural communities and three in the urban areas of Quesnel, Williams Lake and 100 Mile House.

Position Summary: Reporting directly to the Manager of Library Services, the Area Librarian/Branch Manager is responsible for managing the operation of the Williams Lake Branch of the Cariboo Regional District Library system. Those responsibilities include supervising/training 8-10 staff, maintaining the library's physical collection, selecting materials for acquisition, determining equipment/building maintenance needs, coordinating public programming, compiling statistics, preparing reports and responding to advanced reference queries. This position also provides advice and support to several rural branches in the area and works closely with Library Managers from other branches to help plan and innovate library services that address community needs. Travel by car to rural branches and to various locations throughout the Region to attend meetings is required.

Education, Experience and Qualifications Required:

- MLS or MLIS from an ALA-accredited library program.
- Minimum of 3 years of professional experience in a public library setting, including at least 2 years of leadership, supervisory and management experience is preferred.
- Strong customer service orientation, including a knowledge of best practices related to public service.
- Ability to lead and empower employees to deliver effective, high-quality library services.
- Ability to effectively manage and lead change.
- Ability to communicate effectively using superior written and verbal skills.
- Considerable knowledge of collection development and management.
- An in-depth knowledge of integrated library systems, subscription databases, social media applications and the wide variety of technology used by patrons to access library services.
- Strong organizational skills, a demonstrated ability to work cooperatively and effectively with other staff and to deal pleasantly and tactfully with the public.
- Experience supervising in a unionized environment would be an asset.
- Must satisfactorily complete a Criminal Record Check (including Working with Children & Vulnerable Adults).
- Must hold and maintain a valid driver's license.

Salary: This full-time exempt position offers a competitive benefits package and a salary range of \$91,000 – \$98,779 based on the successful candidate's experience and qualifications.

Worksite Location: The successful candidate will operate out of the Cariboo Regional District Williams Lake Branch Library located at Suite A, 180 N. 3rd Avenue, Williams Lake, BC. The position requires some travel throughout the Cariboo Regional District for meetings and training; qualified applicant must maintain a valid driver's license.

Hours of Work: The regular hours of work for this position are 35 hours per week, which includes a minimum of one weekly evening shift and every other Saturday. **Week 1:** Saturday 9am – 5pm, Monday 9am-5pm, Tuesday 9am-5pm, Wednesday 9am-5pm, Thursday 12 (noon) -8pm, Friday, 9am-5pm; **Week 2:** Tuesday 9am-5pm, Wednesday 9am-5pm, Thursday 12 (noon) -8pm, Friday, 9am-5pm. With a 60- minute unpaid break.

Qualified candidates wishing to apply and looking for a detailed job description please visit www.cariboord.ca/careers. Applications will be accepted by the undersigned until **4:00 p.m. Sunday, November 1, 2026**. Applications must be in the form of a resume with an accompanying letter detailing qualifications and experience relative to the position. ***When submitting an application via email, please quote Competition #26-25.***

We wish to thank all candidates for their interest; however, only those selected to participate in the interview process will be contacted.

Bernice Crowe, Manager of Human Resources
Cariboo Regional District
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www.cariboord.ca/careers

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