



Administrative and Project Coordinator, Library

Department:	Library
Status:	Full-time, Permanent
Number of Positions:	1
Date Posted:	February 11, 2026
Date Closing:	February 25, 2026, 4:00pm
Scheduled hours/shifts:	35 hours per week
Salary:	\$41.86 - \$50.92 per hour
Vacancy Reason:	Replacement

Position Purpose:

This position provides administrative and project support to the Chief Executive Officer. Responsibilities include managing correspondence and calendars, coordinating meetings, liaising with internal and external contacts, and maintaining confidential records and filing systems in accordance with retention requirements. The role supports Library Board operations, including meeting coordination and documentation, assists with personnel records and onboarding, orders supplies, and participates in assigned projects. The position champions the library's vision, mission, and strategic direction while modeling professional and organizational values.

Duties and Responsibilities:

- Provides comprehensive administrative and confidential support to the CEO, including attending meetings, recording minutes, preparing meeting spaces, arranging catering, advising on sensitive matters affecting the Library or Art Centre, investigating and resolving issues, and performing related administrative functions.
- Manages and prioritizes the CEO's calendar, correspondence, and scheduling requests, including internal and external meetings, calls, appointments, and travel, ensuring urgent matters and conflicts are addressed.
- Handles CEO correspondence and communications, tracks expenses, maintains confidentiality, and oversees Board Room amenities and supplies.
- Provides confidential administrative support on HR matters, including researching and drafting policies and procedures, editing job descriptions and postings, maintaining employee files, organizing recruitment and interview processes, supporting onboarding and exit activities, and handling other sensitive employee-related matters.
- Supports projects and committees by drafting, formatting, distributing, transcribing, editing, and revising agendas, minutes, correspondence, reports, spreadsheets, and presentations, and following up on actions and decisions.

Acts as an internal coordinator by managing administrative and office services, liaising with staff, providing guidance on administrative policies, procedures, and documentation, supporting file system organization and maintenance, communicating policy updates, and coordinating staff participation in social and public relations activities.

Plans, coordinates, and reports on projects using project management methodologies, supporting analysis, evaluation, and implementation of project plans, and working collaboratively with departments, working groups, and senior staff.

Maintains current knowledge of Town services, organizational structures, and local contacts within libraries, agencies, and government bodies.

Liaises with staff, Town departments, the Mayor's Office, Town CAO's Office, elected and appointed officials, libraries, government agencies, residents, community and special interest groups, businesses, and other stakeholders, keeping the CEO informed of significant inquiries and complaints.

Manages all library records and general files, including file system setup, access control, retrieval, retention, purging, disposal, and preparation for annual shredding in accordance with retention policies.

Purchases library supplies, services, and items, and coordinates authorization of expenditures.

Acts as Recording Secretary to the Library Board, coordinating with Board members, preparing and distributing agendas and minutes, and organizing and attending Board and Board Committee meetings.

Oversees keys, lockers, shredding services, and the stocking of photocopiers, printers, and related supplies.

Conducts corporate errands, including hand-delivering documents and picking up priority items on behalf of the CEO as required.

Undertakes special projects and performs other duties as assigned.

Qualifications and Requirements:

Community College Diploma in Office Administration, Business, Finance, Public Administration, or a related discipline.

Minimum of three (3) years of demonstrated experience in progressively responsible executive administrative roles, preferably in a library or public service environment.

Excellent interpersonal communication, organizational and coordination, research, problem-solving, minute-taking, writing, typing, formatting, presentation, public relations, customer service, and multitasking/work-prioritization skills.

Ability to interact effectively and courteously with all levels of staff and contacts in a political and community/client service environment.

Ability to exercise discretion and sound judgment when handling confidential, sensitive, or controversial information, ensuring the security of records and files.

Demonstrated ability to build collaborative and cooperative working relationships and internal and external alliances.

Ability to champion library programs and initiatives, as well as the vision and values of the Whitchurch-Stouffville Public Library.

Thorough working knowledge of executive administrative processes and protocols, records management practices, general office equipment (e.g., fax machines, copiers, telephone systems), research resources and practices, budgeting, and customer/public relations principles in a service-excellence environment.

General knowledge of library functions and services, organizational and governance structures, legislative and regulatory frameworks, and the public sector is an asset.

Advanced computer literacy, including proficiency with Microsoft Word, Excel, PowerPoint, and Outlook.

Valid Class G Driver's License in good standing, with access to a reliable vehicle for library business when required.

Availability to accommodate deadlines, meetings, events, and peak workload periods that may extend beyond normal working hours, including evenings and weekends, such as monthly evening Library Board meetings.

Commitment to taking every reasonable precaution to protect personal health and safety in the workplace.

How to apply:

Please apply through the Recruitment Site, [Town of Stouffville - Careers](#) and have your application submitted in confidence by **February 25, 2026 at 4:00pm**.

The Stouffville Library is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. We respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.