

POSITION: Chief Executive Officer (CEO)/ Chief Librarian

DEPARTMENT: Grey Highlands Public Library System

REPORTS TO: Grey Highlands Public Library Board

SUPERVISES: 6-8 Directly

Grade 10

\$39.25-\$45.92

PURPOSE OF POSITION

Reporting directly to the Grey Highlands Public Library Board (the Board), the Chief Executive Officer/Chief Librarian (CEO) is responsible for administering, organizing, and directing library operations and services, its departments and staff, including the oversight of three library branches, the virtual branch, and the Grey Highlands Cultural Channel in accordance with the objectives and policies of the Board and the Ontario Public Libraries Act (OPLA); the CEO advises the Board and makes recommendations concerning new policies and services; serves as secretary/treasurer to the Board; serves as one of the Board's representatives to the public, to professional organizations, and to government agencies. Additionally, the CEO works closely with Municipal departments and members of the Senior Management Team.

MAJOR RESPONSIBILITIES

To the Board of Directors:

- Reports directly to the Board, as outlined in The Public Libraries Act, RSO 1990, and cP.44s.15.
- Acts as professional advisor to the Board; recommends programs, policies, and changes; presents budgetary estimates; determines internal policies and procedures; oversees acquisition and selection of collection; supervises library personnel and ensures service standards are met or exceeded, oversees staff training and development; represents the Library within the library profession.
- Ensures the Board is aware of the on-going requirements of the library system (staff, finances, and patrons).
- Advises the Board of strategic planning requirements.
- Implements and communicates Board decisions to Library employees.
- Serves as the staff advisory to all Board Committees or delegates as appropriate.
- In collaboration with the Board Chair, prepares meeting agendas; ensures timely preparation of minutes and reports; communicates with the Board regarding issues related to the library.
- Advises and informs the Board of current and new applicable legislation (i.e., Public Library Act, AODA, and OHSA) as it relates to the Library and stays apprised of the community's current and changing needs.

- Designs, develops, and implements an operational plan and work plan based on the Library's strategic plan.
- Employs sound project management principles and procedures in the planning and implementation of programs and services.

Government Liaison:

- Establishes and maintains communication and cooperative working relationships with other municipal departments (CAO, Treasurer, other); represents the Library as a department member of the Senior Management Team, provides input on strategic initiatives and partnerships for the benefit of each organizations' missions and values.
- Ensures appropriate Provincial and Federal governmental ministries are aware of the ongoing needs and programmes of the library system and ensures compliance with legislative mandates.

Financial Administration:

- Provides the Board with financial statements and reports on revenues and expenditures as prepared and provided by municipal staff. Monitors the financial management of the Library; receives and accounts for all the Board's money.
- Prepares the annual budget in conjunction with the Board based on present and anticipated needs and in alignment with the Library's strategic plan. Spends the approved budget, authorizes the payment of accounts, and reports on the state of the budget to the Board; collaborates with the Municipal Treasurer in preparation of the annual audit.
- Administers Charitable Status in compliance with Canada Revenue Agency (CRA) requirements. Receives donations on behalf of the Library, issues receipts for income tax purposes, maintains donor and financial records, and prepares and submits the annual report to the CRA.
- Seeks out, researches, pursues, and secures multiple sources of funding as directed by the Board and manages successful grants.
- Ensures all property and equipment owned, leased, or rented by the Library is in good condition and ensures staff compliance with all operational policies
- Prepares tenders and negotiates contracts for goods, services, and capital projects.
- Serves as a one of three signing officers for the Board.

Policy Development:

- Develops the framework and format of policies, and policy recommendations for consideration by the Board and creates procedures to administer these policies effectively and efficiently. Ensures policies and procedures are reviewed and revised as required.



- Formulates, implements, and monitors the Library's policies and procedures; ensures that operations, staff, and patrons comply with, and adhere to the established policies and procedures; recommends initiatives and policies to the Board; implements Board decisions regarding policies, services, and resources.
- Interprets policy for Library staff and public.
- Maintains Library policy manual.

Human Capital:

- Engages in planning to ensure the Library has the staff capacity to meet current and future demands.
- Supports an organizational structure that enables a culture of teamwork and exemplary service; Plans for and supports staff development.
- Responsible for the hiring/termination, supervision, discipline, training, and development of Library employees, and the enforcement of policies established by the Board. This includes probation, conducting performance reviews, and annual appraisals for all staff.
- Provides leadership and manages staff work schedules at all branches.
- Ensures that staff resources are appropriately deployed as per their knowledge, training, experience, and within budget constraints.
- Applies for annual grants for summer student/s and other applicable employment grants (within the strategic plan) that may become available.
- Manages, as a supervisor, health & safety issues under the Occupational Health & Safety Act (OHSA). This includes, but is not limited to:
 - Ensures employees are properly trained in health & safety responsibilities, use of equipment, and are aware of potential dangers on the job and how to deal with them.
 - Ensures the use of safe and proper equipment, standard operating procedures, supervision, and communication (including written instruction), as well as current MSDS sheets, where applicable.
 - Works with the Joint Health and Safety Committee (JHSC) to provide a safe and healthy work environment while taking every reasonable precaution.
 - Ensures employees are working safely within the law and following safe work practices and procedures (for example, wearing personal protective equipment (PPE), ensuring all guards are in place, understanding and following standards operating procedures), and evaluating performance.
 - Develops and maintains an understanding of the Ontario Health and Safety Association's (OHSA) health & safety policies, and identifies and reports concerns to the JHSC or appropriate department.
 - Investigates and reports accidents and injuries.



Leadership:

- Provides vision and guidance to Library staff, the Board, and the community with creative, innovative, and community-led approaches to the Library.
- Contributes to effective decision-making as it relates to the Library, and resources programmes that meet the educational, technological, informational, recreational, and needs of the community.
- Leads and empowers employees to deliver effective, customer-focused, high-quality service.
- Applies change management strategies to assure effective implementation of change and acceptance by all stakeholders.
- Identifies and maintains effective relationships with appropriate stakeholders such as other libraries, local schools, governments, agencies, businesses, media, non-governmental organizations, community leaders and related institutions.
- Liaises with "Friends of" Library groups; Oversees management of volunteers.
- Continues to enhance the role of the Library as the cultural leader and facilitator in Grey Highlands through educational programming, operation of the Cultural Channel, and through special community celebrations and events.

Library System:

- Plans, organizes, directs, and evaluates library system programmes and services to meet the needs of a diverse public.
- Collections: Coordinates a collection development plan based on a collection development policy approved by the Board, to effectively allocate funds between the branches to meet acknowledged library standards and the assessed needs of the community.
- Oversees the selection, acquisition, organization, and maintenance of the Library's collection of print, archival, electronic, and digital collections.
- Serves as Branch Librarian for one full-service library branch within the system.

Automated Systems/ Computer Systems/Technology:

- Oversees the overall planning and management of the Library's computer facilities and ensures the security of the systems including adequate back-up.
- Identifies ILS (Integrated Library System/Library Catalog) needs of the Library and recommends appropriate hardware, software, and vendors.
- Demonstrates knowledge of:
 - Web development and content management systems.
 - Media labs and/or maker space technologies.

- Social Media–Twitter, Facebook, etc.

Cultural Channel:

- Oversees the operation and management of the Cultural Channel available on Cable #251 (Eastlink) and YouTube.
- Ensures that strategic purpose and goals of the Cultural Channel are met, and that ongoing new content is added.
- Seeks additional funding opportunities.
- Reviews Cultural Channel policy.

Property Management:

- Oversees the maintenance & development of the Library system's facilities.
- Oversees capital projects as required.

KNOWLEDGE AND SKILLS**Education and Experience:**

- Master of Library and Information Science from an accredited university preferred or, at the discretion of the Board, the equivalent combination of a university degree plus library education, and experience in a public library setting.
- Understanding of the framework for public library service in Ontario.
- A minimum of three (3) years experience in a supervisory/managerial role related to public library management, including at least (2) years as Branch Librarian, or as determined at the discretion of the Board.
- Demonstrated knowledge and experience in the principles and practices of accounting, budgeting, and financial planning.
- Demonstrated understanding of emerging trends, new technologies, and advancements in public libraries and customer-centered service.
- Proven history of partnering with community organizations in the provision of programs and services.

Additional Skills

- Comprehensive working knowledge of
 - Applicable legislation/Acts/regulations
 - The philosophy of public library services, standards, resources, and technologies
- Current events, books, authors, and publishing.
- Professional practice in cataloguing and classification, as well as developing collections.
- Organizing events.
- Excellent administrative, organizational, problem-solving and research skills, with a proven ability to prioritize and exercise judgement.
- Proven organizational, analytical, and project management skills.

- Ability to evaluate the changing needs of the community and develop library services to meet those needs.
- Ability to work independently and effectively as the facilitator of and member of a team.
- Ability to work under pressure, complete multiple assignments, and function effectively in a high-volume workplace with tight deadlines.
- Flexibility in regard to workload and schedule as frequent interruptions are expected from issues arising from management and employees.
- Attendance outside of office hours may be required.
- Strong oral and written communication and presentation skills
- Ability to communicate with others effectively complemented by computer literacy and Microsoft Office skills.
- Demonstrated aptitude for creative problem solving
- Upon conditional offer of employment, a Criminal Record Check, including a Vulnerable Sector Search, is required.
- Must be able to travel between multiple locations.

WORKING CONDITIONS AND PHYSICAL DEMANDS

The Grey Highlands Public Library is an equal opportunity employer. Work is conducted in a standard public library environment with stress and pressures associated with an executive level position. Must be adaptable to perform under stress and when confronted with emergency situations. Occasional exposure to customer complaints. May work alone at times. Work involves travelling to other Municipal buildings or off-site and out of town meetings and training. The mental effort required is considerable and constant with frequent interruptions and deadlines.

Some sedentary work with no undue fatigue that involves sitting, but may require standing or walking for periods of time. Individuals must operate office equipment such as computers, copiers, faxes, scanners, and calculators. Sitting and working at repetitive tasks, as well as keyboard work. View computer screen for prolonged periods of time (up to 8 hours).

Stooping, crouching, and reaching to low and high shelves. Pushing wheeled carts loaded with up to 100 lbs and climbing a short ladder.

During winter months, shovelling, and clearing snow off walkways and library exits.

Sensory Attention: Visual concentration and repetitive keyboarding tasks. Ability to coordinate hand and eyes rapidly and accurately when using equipment. Periods of continual visual concentration and must be able to distinguish numbers and characters on an electronic screen. Vision abilities required include close vision and ability to adjust focus. Requires the ability to prepare and read a variety of reports,



letters/correspondence, budgets, purchase orders, etc. The ability to communicate effectively including explaining processes, instructions, and speaking before groups of people.

Impact of error: Responsible for the financial management of the organization where errors could result in loss of funding. As community liaison, release of inaccurate information could negatively impact the library's relationship with the community.

Normal working hours are 37.5 hours per week with core working hours between 9:00 a.m. and 8:30 pm; Attendance at after-hours meetings and special events is required from time to time. May be required to work additional hours if volume and scope requires.

CONTACTS

Communication with internal and external individuals is regular in this position. Internally, this includes municipal employees, Board Directors, Board/Committee members and members of Council. Externally, this includes volunteers and Friends, the public, consultants, members of the media, and government representatives.

The statements contained in this job description reflect the general details necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.