

APPENDIX B (for Policy GOV-08 Board-CEO/Chief Librarian Partnership)

POSITION DESCRIPTION

Position Title: CHIEF EXECUTIVE OFFICER/CHIEF LIBRARIAN

Reports to: Gravenhurst Public Library Board of Directors

POSITION SUMMARY

The CEO/Chief Librarian position is responsible for planning, organizing, directing and overseeing the activities of the Gravenhurst Public Library as outlined in the strategic plan. The CEO/Chief librarian is accountable to the Library Board for reporting on administrative matters, administering all financial, legal and statutory requirements, all personnel matters such as salary administration, performance appraisals, selection and recruitment, discipline and termination of staff. The CEO/Chief Librarian serves as the secretary and advisor to the Board and as its primary representative to the community, community organizations, media, municipal administration and other levels of government, and professional organizations.

DUTIES & RESPONSIBILITIES

The following duties and responsibilities indicate the general nature and scope of work associated with the position. This description is designed to highlight a comprehensive list of the activities, duties, and responsibilities required in the role of the CEO/Chief Librarian, recognizing that the role is varied and additional duties are often required.

Administration and Board Support

- Ensures that the Library is operating in accordance with relevant legislation and best practices including financial, legal and statutory responsibilities.
- Develops, manages, coordinates and implements policies and procedures to guide efficient and effective Library operations.
- Cultivates a healthy, mutually empowering relationship with the Library Board.
- Structures and supports the Board's work and implements its decisions.
- Facilitates Board effectiveness through orientation and education.
- Prepares a variety of studies, reports and related information for internal and external decision making, and for regulatory and fiscal purposes as required by the Board and the Ministry.
- Undertakes special projects and assignments as required or as directed by the Board in conjunction with the Board.

Leadership

- Provides vision and guidance to Library staff, board members and the community.
- Contributes to effective decision making regarding Library services and resources.
- Leads and empowers employees to deliver effective, high-quality Library service.
- Applies change management strategies to assure effective implementation of change and acceptance by all stakeholders.

Fiscal Management

- Establishes strategic financial management processes, using sound business and financial judgment.
- Develops and monitors the annual Library operating and capital budgets for the approval of the Library Board.
- Aligns the budget with the Library Board's strategic plan.
- Promotes and justifies the Library's needs to funding authorities.
- Predicts expenses for the coming year based on a good understanding of the Library's financial situation, changes in services or operations, and new demands for service.
- Submits required statistical and financial reports to the Province of Ontario in order to ensure that the Board's financial, legal and statutory responsibilities are met.
- Researches and seeks out various funding opportunities and community donor relationships.

Personnel Management

- Responsible for hiring, discipline, dismissal, supervision, performance management, training and development of staff.
- Supports an organizational structure that enables a culture of teamwork and exemplary service.
- Works to support a healthy work environment and complies with employment law, regulations, policies and procedures including the Occupational Health and Safety Act.
- Plans for and supports staff development.
- Administers the terms of the applicable policies.
- Conducts regular staff meetings and informs staff of Board policies and decisions and any legislative changes.

Strategic Planning

- Anticipates and actively accesses community needs for Library services in a rapidly changing environment (e.g. demographics, technology).
- Provides leadership and direction in the development of a strategic plan that addresses short and long range Library needs.
- Monitors implementation of the strategic and annual operating plans, variances, and amendments.

Policy Development

- Carries out Board policies and directives.
- Advises the Board on matters of policy.
- Assists with policy development that meets the goals and objectives of the Library Board to address Library and community needs.
- Reviews existing policies and recommends changes or additions to the Board.
- Provides ongoing monitoring and analysis of policies and procedures to ensure compliance with relevant provincial legislation.

Programs, Services and Collection

- Administers the Library's policies and procedures in the supervision of public services and programs.
- Develops standards and performance measures and regularly reviews programs and services to ensure that they continue to meet demonstrated needs and are provided in the most cost effective manner.
- Manages and advocates for programs and outreach services that advance the Library's mission.
- Manages, designs and/or implements outreach services and Library programs for targeted adult groups, teens and children that offer literacy and skill development, information, lifelong learning, entertainment, and/or leisure pursuits.
- Applies effective techniques in addressing Library user concerns or complaints.
- Performs effective collection management to provide materials appropriate for the needs and interests of Library patrons and the community.
- Ensures that the collection is properly maintained and organized and that an effective collection control system is in place.
- Analyzes community needs to prepare, plan, and make recommendations for Library services to the Board.

Facility Management

- Manages the Library environment to enhance the user experience.
- Creates a welcoming and user-friendly physical environment that encourages all community members to use Library services.
- Creates and maintains a healthy and safe environment for Library users, staff and volunteers.
- Directs the operation, maintenance, renovation and improvement of the Library's facility, furnishings and equipment in collaboration with the appropriate Town of Gravenhurst departments.
- Coordinates Library development and fundraising for the improvement of the Library facility.

Partnership Development, Communications and Public Relations

- Employs a variety of marketing and promotional tactics to raise awareness of the Library and its programs and services.
- Builds community support for the Library, using a variety of methods.
- Liaises with the Friends of the Library group.
- Develops and encourages strategic partnerships with community organizations.
- Ensures that open, transparent and positive internal and external communications are in place.
- Cultivates a presence and strong working relationship with municipal council and staff.
- Facilitates public relations for the Library by promoting Library programs through community presentations and other means.
- Acts as a representative of the Library Board with various agencies, civic groups and Gravenhurst Town Council to ensure co-operative and productive community relations.
- Coordinates Library programs with area educational, recreational, and work programs including outside organizations such as schools, historical societies, other libraries and community based groups.
- Maintains Library liaison with other non-profit organizations, as well as with Provincial and Federal officials.

SUPERVISION REQUIREMENTS

Positions Supervised Directly: All Library Staff

CREDENTIALS/EXPERIENCE REQUIRED

- Masters' Degree in Library and Information Science from an ALA accredited program or equivalent.
- Five (5) years of related progressive management experience, working in a Library setting in a senior leadership role.
- Proven skills in all aspects of supervision including team leadership, training and hiring, evaluating, coaching and motivating staff.
- Demonstrated ability to contribute to and build upon a positive and healthy work environment.
- Strong organizational and team building skills to supervise a diverse complement of full-time and part-time staff.
- Demonstrated ability to problem solve with innovation.
- Working knowledge of legislation that applies to managing a public Library including the Public Libraries Act, and Occupational Health and Safety Act and Regulations.
- Working knowledge of Library software systems (i.e. Horizon), cataloging software and inter-Library loan software.
- Working knowledge of collection development and research and reference skills.
- Demonstrated understanding of emerging trends, new technologies and advancements in public libraries.
- Demonstrated administrative, policy, planning, organizational, and time management skills.
- Demonstrated knowledge and experience in the principles and practices of accounting, budgeting and financial planning.
- Proven interpersonal, customer service, entrepreneurial, and communication skills, both oral and written are a necessity.
- Proven history of partnering with community organizations in the provision of programs and services.
- Available to work flexible hours to attend evening and/or weekend meetings or other events and travel, as required.
- Hold a Valid Ontario Driver's License. Use of a personal vehicle may be required.
- Physically able to carry out all aspects of the job.

HEALTH & SAFETY RESPONSIBILITIES

- To learn, understand and practice standard operating procedures.
- To be familiar with and comply with the provisions of the Occupational Health and Safety Act and Regulations; and the Board's Health and Safety Policies and Procedures.
- To take every reasonable precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
- To report unsafe acts or conditions to the Library's Health and Safety Committee Representative or the Board Chair.
- To report any occupational injury or illness immediately to the Board Chair.
- To use and provide staff with personal protective equipment (PPE), where required.

- To ensure that supervised employees receive the required PPE and training in the appropriate practices, policies and procedures necessary to work in a safe manner and to monitor their compliance with corporate health and safety policies.
- To report any contravention of the Occupational Health and Safety Act.

PHYSICAL/PSYCHOLOGICAL DEMANDS and WORKING CONDITIONS

Environment: Work is conducted in an office environment with some exposure to criticism from the public. Requirement to juggle priorities, meet deadlines, verbally communicate to exchange information, deal with constant interruptions and changing demands during the course of a working day; occasions whereby an extremely short amount of time is available to complete a project or task (regularly); wide variety of tasks requiring ability to manage multiple projects and make independent decisions (daily); while maintaining a pleasant, professional and positive demeanor.

Physical: Requirement for sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations.

Normal hours of work are 35 hours per week, Monday to Friday, as required.

CONTACTS

Communicates regularly with the GPL Board, Library staff, municipal staff, Provincial ministries and government agencies, staff of other municipalities, and the general public.

REVIEW/APPROVAL

Board Chair: _____ **Date:** _____

Policy Committee Rep: _____ **Date:** _____

CEO/Chief Librarian: _____ **Date:** _____

Approved: June 13, 2022