

## ORILLIA PUBLIC LIBRARY

### JOB DESCRIPTION

**TITLE:** Chief Executive Officer/Chief Librarian

**CLASSIFICATION:** Librarian III (City Cat. 9)

**REPORTS TO:** Orillia Public Library Board

**POSITIONS SUPERVISED:** Direct supervision of Director of Information Services; Director of Technical Services; Director of Children's and Youth Services; Executive Assistant; in partnership with the City of Orillia supervises the Building Manager and the Information System Support Technician; indirect supervision of all staff.

#### Primary Purpose and Job Description

As the administrative head of the Orillia Public Library, the CEO/Chief Librarian reports directly to the Library Board. The CLEO is responsible for providing strategic vision and effective leadership. Working with and supported by the Library Leadership Team, the Chief Librarian plans, organizes, directs and controls all library operations and services in accordance with Board policies, the strategic plan and relevant legislation; oversees and exercises stewardship of the Library's financial affairs and resources; works cooperatively with the City Leadership team. Under the direction of the Orillia Public Library Board responsible for providing the vision and leadership required for the developments and management of excellent public library service in accordance with the Public Libraries Act and the strategic directions and policies approved by the OPL Board. Act as Secretary to the Board.

#### Key Functions and Accountabilities:

- Initiates and leads the strategic planning process on behalf of the Board. Prepares resulting annual business plans to ensure an effective library.
- Develops and reviews Library policies and procedures in consultation with the Board Policy Committee and presents to the Board for approval and adoption.
- Establish budgets, service development, library planning, staffing complement and library organization.
- Actively pursue funding sources and partnering opportunities.
- Is an active library advocate and promotes the library and the Board to the community, external agencies and institutions, and professional organizations.
- Foster a co-operative and open work environment with a trained, effective and committed staff.
- Maintain awareness of current developments in library science and administration through attendance at professional meetings, workshops and professional reading.

## **Key Performance Competencies:**

### ***Planning and Leadership***

Planning is a key function of the CEO, taking place at different levels with different groups. The CEO/Chief Librarian Provides vision and guidance to library staff, board members and the community.

- The CEO supports the Board in its strategic planning role by assisting the Board in setting annual Board goals/objectives and developing an operation plan and work plan based on the Library's Strategic Plan
- Within the context of Board approved plans, the CEO works with the management group to develop and implement goals, objectives and policies and ensure that they are carried out.
- 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
- Carries out environmental scanning, which includes the staff group and the community, to support the planning process as requested by the Board; recommends strategies to accomplish goals.
- The CEO has an ongoing responsibility to monitor risks that could occur "in" the library (e.g. health and safety risks) and "to" the library (e.g. external factors such as funding) and to bring significant risks to the attention of the Board, senior management, or staff group, as appropriate.

### ***Administration of Library Services***

The CEO is responsible for the effective operation of the Library.

- Meeting legislative requirements, including submission of all required reports. Ensures accountability of managers for implementing all policies, procedures and standards.
- Continuously reviewing existing procedures and practices, focusing on the improvement of organizational effectiveness across all departments.
- Sets the direction of programming for the library, balancing community interest with available resources while ensuring that programming supports the Strategic Plan.
- Sets the direction for library collection management within established policies and objectives. Ensures that the collection is properly maintained and organized.
- Ensures that a current information technology program and collection control system is in place which meets library objectives.
- Ensures the health and safety of the staff and public through policy, procedures and training
- Ensuring the appropriate maintenance and upkeep of the physical plant
- Working effectively with suppliers, City staff and other partners to identify and resolve issues, if possible, at the appropriate level

- Maintains currency in library related trends and developments. Develops and recommends new initiatives to the Library focussing on the Library's capacity to deliver excellent service to the community and reporting challenges to the Library Board.

### ***Fiscal Management***

The CEO directs the financial administration of the Library to ensure effective and efficient library operations, including the:

- Drafts and administers the annual operating and capital budgets and provides the Board with financial statements and other financial reports as required, ensures the Budget is in alignment with the Library's Strategic Plan
- Administers, tracks, and reports on charitable revenues and expenses. Reports to the Board and auditors as required and completes annual tax return for charitable account.
- Plans, researches, and administers project financing. May secure funding by completing grant applications, working with the municipality, establishing third party partnerships, and directing fundraising.
- Oversees and may develop fund-raising programs and sponsors internally and externally
- Oversees and develops tenders and quotations according to policies and procedures; coordinates and participates in award process with Board and/or the City of Orillia.

### ***Personnel Management***

The CEO plays a key leadership role in maintaining and developing the human resources of the Library.

- Evaluates staffing needs and develops job descriptions for recommendation to Library Board; advertises and fills positions within budget guidelines. Follows library policy to hire, promote, and dismiss staff.
- Establishes and maintains personnel practices and directs the hiring, training and development, yearly performance appraisal, salary administration, discipline and dismissal of staff in accordance with provincial and federal legislation, and library policies and procedures.
- Fosters a strong sense of teamwork and a collegial atmosphere maintaining a positive work environment through positive communications with staff, supporting staff in performing their duties and effectively addressing workplace challenges as they emerge.
- Provides leadership internal to the library, while involving management and staff in the process and appropriately delegates authority and responsibility
- Acts as a liaison between staff and Board, handling grievances and keeping the Board informed
- Authorizes vacation schedules, overtime, and short-term leaves of absence.
- The CEO also ensures the recruitment, training, supervision and effective utilization of volunteers to support the Library's overall functioning.

### ***Public Relations***

The CEO promotes the Library within the community and acts as a principal spokesperson. Examples of these responsibilities include ensuring ongoing communication of the library message to the public, conducting outreach within the community, working with the Community Relations Committee of the Board, searching out potential partnerships with other organizations, and representing the library to the library community, as well as to the institutional and business communities.

- Ensures that the Library website is operational and up to date, and that the Library has appropriate written communication materials available to the public.
- Coordinates communication of library policies and procedures to public. As CEO, addresses and resolves patrons' suggestions, problems, and complaints according to procedures.
- Coordinates and deploys representation of library to municipality, public, media, and the community.
- Participates in regional and provincial library CEO networking opportunities within library budget guidelines
- Acts as a liaison with the Southern Ontario Library Service, the provincial ministry that oversees libraries, and other relevant government agencies.
- Develops and implements initiatives to increase cooperation and partnership activities with municipal departments and key stakeholders.

### ***Partnerships***

The CEO needs to work effectively with key external partners to maintain important linkages, obtain helpful advice and consultation, support the overall functioning of the library, and identify opportunities for mutual collaboration and/or access to resources. Examples would include:

- City of Orillia. Key actors here include the Mayor and Council, the Chief Administrative Officer, Treasurer, Director of Human Resources, City Clerk/Deputy Chief Administrative Officer and certain members of the City Clerk's office, e.g. Freedom of Information Coordinator, Communications Manager
- The Townships of Oro-Medonte and Severn and the Coldwater Public Library Board
- The Friends of the Orillia Public Library
- Post-Secondary Schools
- Service Clubs and others potential fund raising partners

### ***Governance***

The CEO actively participates in the governance process by:

- Performs the duties of Secretary to the Board in accordance with the current Public Libraries Act.

- Oversees the maintenance of library records and correspondence
- Facilitating the work of the Board and its Committees, e.g. attending meetings, ensuring they have the information they need to make informed decisions/recommendations, developing options and strategy papers for Board consideration, preparing business and financial documents for the Board, orienting and educating of responsibilities etc.
- Ensures that minutes of every meeting of the Board are kept and distributed in accordance with Board Policy.
- Attends City Council meetings when matters pertaining to the library are on the agenda
- Assisting in the development and recommendation of appropriate policies to the Board
- Supporting the Board in accomplishing the goals established in the Strategic Plan
- Implementing and administering Library policies
- Receives and accounts for the Board's money, working in partnership with the City's Treasury Department
- Disburses money as the Board directs. Receives and authorizes payment of all bills and maintains financial records in accordance with good business practice

### ***Technology Management***

- Formulates and implements an ongoing technology planning process.
- Develops strategies and processes for purchasing technology for the library through City IT.
- Creates, evaluates and implements policies and procedures for library technology in regards to library services
- Liaises with City IT staff and vendors

### ***Facilities***

- Oversees the operation and maintenance of the library's physical facilities, capital equipment, and other physical resources in coordination with the City. Authorizes repairs and purchases as required.
- Recommends short and long-term capital replacements/purchases/repairs to the Board.
- Selects and orders library furnishings and equipment.
- Monitor building issues e.g. equipment, (exit locking systems), structure (glass in the children's area), and finishes (peeling paint) and liaise with The City Facilities staff.
- Works with City departments to develop and implement library building and renovation projects

### **Qualifications and Experience:**

- Master's degree in Library Science or Information Studies from an ALA accredited program
- At least five years of progressive management experience, preferably in a public library.

- 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
- 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
- Strong working knowledge of library automation, technical services and collections management
- Superb organizational and team building skills to supervise a diverse complement of full-time and part-time staff
- Demonstrated ability to exercise discretion and tact and maintain a high degree of confidentiality at all times, complying with all applicable privacy legislation and local policies and procedures
- Effective oral communications skills; attention to detail and accuracy.
- Demonstrated time-management skills with the ability to prioritize workloads and meet deadlines with minimal supervision

#### Position Requirements

- Must be available evenings and weekends
- Must have reliable transportation and a valid driver's license for local and some long distance travel
- Upon conditional offer of employment, a Criminal Record Check, including a Vulnerable Sector Search, will be required

**SALARY RANGE:** City of Orillia Library Exempt Employees Category 9

Signatures

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CEO/Chief Librarian

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Date

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Personnel Committee Chair

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Date

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Board Chair

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Date

REVIEWED: March 2020