



THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

JOB TITLE: Chief Executive Officer / Chief Librarian	CLASSIFICATION: Non-Union
DEPARTMENT: Library	SALARY LEVEL: \$136, 918 - \$166, 566
LOCATION: KTPL, 1970 King Road, King City, ON	

JOB PROFILE:

Function:

The Chief Executive Officer (CEO) works with the Library Board to provide professional expertise and strategic leadership, innovation and vision in the delivery of effective, high quality, public library service. They plan, organize, direct and evaluate all facets of library operations to meet the needs of the community for public library services within the strategic, policy and financial framework established by the Library Board. The CEO also functions as Secretary/Treasurer of the Board.

Reports to:

- Library Board

Supervision Responsibilities:

- Manager of Administrative & Branch Services
- Manager of Community Engagement & Marketing
- Manager of Content & Information Technology
- Executive Assistant / Office Coordinator

Duties and Responsibilities:

- Developing a visionary plan to build organizational capacity; provide and maintain excellent library service throughout the four (4) branch system.
- Supporting the Board in its governance role; initiating and leading strategic planning processes on behalf of the board; preparing and monitoring the implementation of annual operating plans to ensure an effective library which is responsive to community needs and emerging trends (e.g. the increasing use of new technologies), and amending plans as required.
- Ensuring the development, implementation and maintenance of policies that reflects the service philosophy of the Library.

- Developing standards and performance measurements and regularly reviewing programs and services to ensure they continue to meet demonstrated needs and are provided in the most costs effective manner.
- Developing annual operating and capital budgets; presents draft budget to funders, e.g. the Board and Council, as required; seeking out additional sources of funding, especially for capital projects. Monitoring variances and amending operating budget accordingly.
- Planning for capital renewal and expansion; developing implementation plans for new projects; overseeing the ongoing operation and maintenance of the Library's physical facilities, grounds and capital equipment; negotiating service contracts and insurance policies.
- Oversight of acquisition, withdrawals, management, maintenance and development of the collection.
- Leading, inspiring and empowering staff; establishing and maintaining personnel practices; directing the hiring, training, coaching and development of staff; appraising performance; administering salary and benefits; discipline and dismissal of staff in accordance with federal legislation and library policy and procedures; acts as liaison between Staff and the Board.
- Developing, strengthening and fostering the Library's relationship with the municipality (Council and staff), businesses and community organizations, the media, other libraries; government ministries and agencies, professional organizations and potential funders.
- Promoting and publicizing the Library and Board efforts in the community.
- Representing the Library in the broader library community, including participating in professional library organizations.
- Keeping abreast of technical, regulatory, legislative, community and management developments relevant to public library service and participating in professional forums that advance public library service.
- Acts as Secretary and Treasurer to the Board; arranges and attends all Board and Committee meetings, prepares agendas; is responsible for keeping of minutes and official records.
- Acts as a signatory for official documents, contracts and financial instruments
- Thorough knowledge and understanding of statutes, regulations and by-laws. affecting the Library, ensuring that the Library maintains all appropriate records, produces reports and government filings and adheres to all relevant legislation (e.g. *Public Libraries Act, Ontario Human Rights Code, ESA* etc.).
- Exercising supervisory and personal responsibilities as legislated by the Occupational Health & Safety Act and other relevant legislation.

Education/Experience:

- Master of Library and Information Science from an ALA accredited school, including demonstrated administrative and financial expertise as well as a strong working knowledge of relevant computer and telecommunications technologies.
- Minimum of 7 years of progressive management and supervisory experience.

- Considerable political acumen and ability to adapt to changing political circumstances.
- A change agent with a bias for action and result with a highly developed ability to articulate a vision to lead and to inspire others.
- Strategic and innovative thinker with a demonstrated capacity for service planning, problem solving, results orientation, analytical skills and creativity.
- Ability to develop, maintain and expand successful community relationships and interact cooperatively with other governmental and non-governmental organizations to the benefit of the Library.
- Demonstrated leadership skills with a team-oriented management style, ability to champion customer service excellence and delegating authority wisely.
- Highly effective facilitation, communication, presentation, interpersonal and presentation skills: proven success in communicating effectively with all audiences.
- Fluent in English with excellent written and oral communication skills.

Conditions of Employment:

- Rapidly changing, highly automated public service environment.
- Requires day, evening and weekend hours at any of the Library’s locations and community events.
- Occasionally stressful when serving the public & stakeholders.
- Occasional local and long-distance travel is required.
- Involves standing, computer and electronic device usage, and occasional light physical exertion (e.g. bending, kneeling, pulling, lifting & carrying materials, boxes & equipment).

Department Head: _____

Date Approved: _____

Supervisor (if applicable): _____

Date Approved: _____

Incumbent: _____

Date Signed: _____