



SMITHS FALLS PUBLIC LIBRARY JOB DESCRIPTION

POSITION: Chief Executive Officer / Chief Librarian

REPORTS TO: Smiths Falls Public Library Board

PURPOSE AND SCOPE: Reporting to the Library Board under authority of the Ontario's Public Libraries Act, the Chief Librarian is accountable for leading the organization including strategic and operational planning and for anticipating trends and change.

WORKPLACE: Smiths Falls Public Library

HOURS: 35 hours per week including evenings and Saturdays when required

CORE COMPETENCIES:

- Cultivates a healthy, mutually empowering relationship with the Library Board
- Works collaboratively in teams or groups
- Employs effective strategies to manage organizational politics, conflict and difficult co-worker behaviours
- Communicates effectively using a variety of methods
- Anticipates and adapts to change with a sense of optimism and opportunity
- Pursues creative and innovative approaches to library service
- Understands and acts in accordance with the professional values and ethics of library service
- Understands and employs basic budget and finance concepts and terminology
- Pursues multiple sources of funding
- Understands, applies and explains applicable laws
- Develops policies and procedures to guide efficient and effective library operations
- Understands the framework for public library service in Ontario
- Cultivates a healthy, mutually empowering relationship with the Library Board
- Cultivates a good working relationship with municipal staff
- Cultivates a presence and relationship with municipal council
- Provides effective leadership of staff
- Designs and implements an ongoing planning process for the library

- Manages the library environment to enhance the user experience
- Applies effective techniques to address difficult situations with users
- Plans for and supports staff development
- Champions community resilience and well-being
- Forms strategic partnerships with community organizations
- Contributes to effective decision making regarding library services and resources
- Empowers and supports employees to deliver effective, high-quality library service

Duties and Responsibilities:

The following duties indicate the nature and scope of the work associated with this position. The role of CEO is varied and additional duties are often required.

Administration & Board Support

- Ensures that the Library is operated in accordance with all relevant legislation and best practices
- Prepares and recommends policies to the Board. Interprets Board policies to staff and public; implements and administers policies
- As Secretary-Treasurer to the Board, facilitates effective functioning of the Board and its committees, attends all Board meetings, keeps the Board informed of progress, conducts the Board's official correspondence, and prepares and maintains the business and financial documents of the Board.
- Facilitates Board effectiveness through orientation and education
- Other duties as assigned by the Library Board

Fiscal Management

- Develops the library budget in conjunction with the Library Board
- Approves and authorizes payment of invoices
- Prepares bank deposits
- Monitors the library's financial situation throughout the year and provides status report to Board
- Pursues alternate funding sources

Facility Management

- Manages the library facility to ensure a safe and pleasant user experience
- Arranges for the ongoing maintenance of the facility
- Works with the Board Property Committee on planning renovations

Personnel

- Responsible for hiring, discipline, dismissal, performance management and training of staff, in consultation with the Library Board and the Human Resources Department of the Town of Smiths Falls

- Schedules staff, including managing vacation requests
- Works to create an environment that encourages teamwork and the provision of excellent customer service
- Plans staff development
- Works to support a healthy work environment and comply with employment laws, regulations and policies

Collection Management

- Oversees the selection, acquisition, organization and maintenance of the library's collection of print and digital collections
- Tracks the expenditures and accounting for acquisitions.

Partnership development, communications and public relations

- Liaises with the Friends of the Library, Town of Smiths Falls, Township of Montague and other community agencies and groups
- Develops a strong working relationship with municipal council and staff
- Develops strategic partnerships with community organizations
- Works in conjunction with the Board Marketing Committee to raise awareness of the library and its programs

Technology

- Creates, evaluates and implements policies and procedures for library technology in regards to library services
- Develops processes for planning and purchasing new technology

Qualifications

This position requires strong professional background normally acquired through a Master of Library Science degree from an ALA accredited institution with several years of relevant experience.

Demonstrated planning, administrative, financial and human resources experience.

Excellent oral and written communications skills.

A clear understanding of the roles and responsibilities of a library board, the CEO, staff and Municipal Councils and staff.