



GRAVENHURST PUBLIC LIBRARY
EMPLOYMENT OPPORTUNITY

CHIEF EXECUTIVE OFFICER (CEO) / CHIEF LIBRARIAN

The Gravenhurst Public Library serves 11,046 permanent residents and 12,250 seasonal residents, and provides a variety of services and resources, such as personal, online and traditional reference materials, support for community and student learning, provision of public access internet terminals and the development of meaningful partnerships with a growing number of community organizations. The annual operating budget is \$393,000.00.

Located just 2 hours north of Toronto, and known as the “Gateway to Muskoka”, the Town of Gravenhurst is a progressive growing urban and rural municipality located in the District Municipality of Muskoka, offering both permanent and seasonal residents opportunities in recreation, leisure, tourism, culinary, artistic pursuits, heritage, sights, sounds and attractions.

We are seeking a motivated individual with superior leadership, communication, analytical, report writing, customer service skills and political intuition, who works well in an ever-changing environment. We offer a competitive salary range (\$78,369 - \$88,525, based on 35 hrs/wk) and a comprehensive employee benefit plan for this position.

Reporting to the Gravenhurst Public Library Board, the **Chief Executive Officer (CEO) / Chief Librarian** will successfully deliver the highest caliber of progressive, practical and responsive services to the Gravenhurst community. The CEO will contribute leadership, strategy, direction and enthusiasm to the Library and will work closely with the members of the Library Board to develop and implement a compelling vision and strategy, establish targets and set standards of performance.

Desired Qualifications:

- Masters degree in Library Science
- 5 years of experience, working in a library setting in a senior leadership role;
- Working knowledge of the Public Libraries Act
- Extensive knowledge of local area networks, automated library systems, CIRC/CAT, VDX, and working knowledge of cataloguing software, Internet research, and referencing skills.
- Knowledge of Horizon software system is considered an asset
- Demonstrated administrative, policy, planning, financial, collection development, organizational, negotiation and time management skills; Demonstrated leadership, supervisory and problem solving skills
- Excellent interpersonal, customer service, entrepreneurial, and communication skills, both oral and written
- Proficient in Windows and Microsoft Office applications
- Available to work flexible hours, attend evening and/or weekend meetings or other events as required.

Interested applicants are invited to apply in confidence, no later than **4:30 pm on Friday, March 9, 2012** to:

The Gravenhurst Public Library CEO/Chief Librarian Search Committee

c/o 3-5 Pineridge Gate, Gravenhurst, ON P1P 1Z3

Attention: Human Resources

By Email: HumanResources@gravenhurst.ca or by Fax: (705)687-7016

Job descriptions are available for this position at the Municipal Office, 3-5 Pineridge, Gravenhurst, and can be accessed on our website: www.gravenhurst.ca , or on the Gravenhurst Public Library website: www.gravenhurst.ca/library

We thank all the applicants, but only those considered for an interview will be contacted.

JOB TITLE: Chief Executive Officer/Chief Librarian, Gravenhurst Public Library

REPORTS TO: Gravenhurst Public Library Board of Directors

PRIMARY PURPOSE OF JOB:
Plan, organize, direct and control the activities of the Gravenhurst Public Library, in order to ensure the implementation of the policies, goals and objectives of the Gravenhurst Public Library Board.

Responsible to the Library Board for reporting on administrative matters, and for administering all financial, legal and statutory requirements of the Board.

Responsible to the Library Board to administer all personnel matters such as salary administration, performance appraisals, selection and recruitment, discipline and termination of staff.

- NORMAL ENTRANCE REQUIREMENTS:**
- Masters degree in Library Science
 - 5 years of experience, working in a library setting in a senior leadership role
 - Working knowledge of the Public Libraries Act
 - Extensive knowledge of local area networks, automated library systems, CIRC/CAT, VDX
 - Working knowledge of cataloguing software, Internet research, and referencing skills
 - Knowledge of Horizon software system is considered an asset
 - Demonstrated administrative, policy, planning, financial, collection development, organizational, negotiation and time management skills
 - Demonstrated leadership, supervisory and problem solving skills
 - Excellent interpersonal, customer service, entrepreneurial, and communication skills, both oral and written
 - Proficient in Windows and Microsoft Office applications
 - Available to work flexible hours to attend evening and/or weekend meetings or other events and travel, as required.

%	KEY ASSIGNMENTS:
25	1. Provide leadership for the Library by managing, coordinating and directing the implementation of the Library Boards' policies, goals and objectives directly or through subordinates.
20	2. Administer financial, legal and statutory responsibilities of the Library Board directly or through subordinates.
10	3. Administer Human Resource management functions; Provide effective direction and staff supervision of the Library staff.
25	4. Select and maintain all library materials, supplies, equipment and services in accordance with Library Board policy.
10	5. Carry out public relations for the Library by promoting library programs through community presentations and other means. Represent the Library Board in dealings with various agencies, civic groups and Town Council.
5	6. Provide secretarial services at the discretion of the Board.
5	7. Undertake special projects and assignments as required or as directed by the Board in conjunction with the Board.

DESCRIPTION OF ACTIVITIES:

- I. Provide leadership and direction in the development of short and long range library plans. Coordinate and direct implementation of the Library Board's policies, goals and objectives by advising on matters of policy or procedure, investigation issues/areas of concern and ensuring that Board decisions are implemented in order to ensure the efficient operation of the Library.
- II. Administer financial, legal and statutory responsibilities of the Library Board by preparing and monitoring the Library budget, including staffing requirements, audited financial statements, analyzing Library policies and procedures to ensure compliance with relevant provincial legislation and recommending improvements and changes to the Board. Insuring required statistical and financial reports are sent to the Province of Ontario in order to ensure that the Boards financial, legal and statutory responsibilities are met. Receives and authorizes payment of invoices. Coordinates library development and fundraising. Performs effective collection and programming management to provide materials and programs appropriate for the needs and interests of Library patrons and the community. Research and seek out various funding opportunities and community donor relationships.
- III. Consistent with applicable legislation, regulations and policies, administers the human resource management functions of the Library which include assigning and delegating tasks, conducting performance reviews and carrying out all supervisory related functions including hiring, discipline and termination. Conducts and/or coordinates staff training and development. Prepares work and vacation schedules, and schedules and conducts regular staff meetings. Informs staff of Board policies and decisions. Work in compliance with, and ensure staff is knowledgeable of and in compliance with, the Occupational Health and Safety Act, and other applicable legislation, department policies/procedures/practices, operational guidelines, and that staff perform safe work practices.
- IV. Select all Library materials, supplies, equipment and services in accordance with Library Board policy. Ensure that the collection is properly maintained and organized and that an effective collection control system is in place. Analyze community needs to prepare, plan, and make recommendations for library services to the Board. Directs the operation, maintenance and improvement of the Library's facility, furnishings and equipment, within budgetary parameters.
- V. Carry out public relations for the Library by promoting library programs through community presentations and other means. Prepare a variety of studies, reports and related information for internal and external decision making, and for regulatory and fiscal purposes. Coordinate Library programs with area educational, recreational, and work programs, and with outside organizations such as schools, historical societies and other community based groups. Maintains Library liaison with other non-profit organizations, as well as with Provincial, Federal and local officials. Represent the Library Board in dealings with various agencies, civic groups and Town Council in order to ensure co-operative and productive community relations.
- VI. Provide secretarial service to the Board by preparing minutes, meeting agendas and information packages in order to ensure the efficient and effective operation of the Board of Trustees.
- VII. Undertake special projects and assignments as directed by the Board and perform other duties as may be assigned in accordance with departmental and Library Board objectives.

The above job description reflects the primary duties and responsibilities of this job and should not be construed to describe in detail all duties and responsibilities of the job.