

APPENDIX B Policy GOV-08 Board – CEO/Chief Librarian Partnership

Gravenhurst Public Library

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 controlling 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; accountable 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.

DUTIES & RESPONSIBILITIES

1. Provide leadership for the Library by managing, coordinating and directing the implementation of the Library Board's policies, goals and objectives directly or through subordinates. 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.
2. 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 Board's 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.

3. Administer Human Resource management functions; provide effective direction and supervision of the Library staff; consistent with applicable legislation, regulations and policies, administer 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. Conduct and/or coordinate staff training and development. Prepare work and vacation schedules, and schedule and conduct regular staff meetings. Inform 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.
4. Select and maintain 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. Direct the operation, maintenance and improvement of the Library's facility, furnishings and equipment, within budgetary parameters.
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. 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. Maintain 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 cooperative and productive community relations.
6. Provide secretarial services at the discretion of the Board. 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.
7. Undertake special projects and assignments as required or as directed by the Board in conjunction with the Board.

SUPERVISION REQUIREMENTS

Positions Supervised Directly: All Library Staff

CREDENTIALS/EXPERIENCE REQUIRED

1. Masters' degree in Library Science or related discipline
2. 5 years of experience, working in a library setting in a senior leadership role
3. Working knowledge of the Public Libraries Act
4. Extensive knowledge of local area networks, automated library systems, CIRC/CAT, VDX
5. Working knowledge of cataloguing software, internet research, and referencing skills
6. Knowledge of Horizon software system is considering an asset
7. Demonstrated administrative, policy, planning, financial, collection development, organizational, negotiation and time management skills
8. Demonstrated leadership, supervisory and problem solving skills
9. Working knowledge and understanding of the Occupational Health and Safety Act and Regulations
10. Excellent interpersonal, customer service, entrepreneurial and communication skills, both oral and written
11. Proficient in Window and Microsoft Office applications
12. Available to work flexible hours to attend evening and/or weekend meetings or other events and travel, as required
13. Hold a Valid Ontario Drivers' License; Use of own vehicle may be required
14. Physically able to carry out all aspects of the job

HEALTH & SAFETY RESPONSIBILITIES

1. To learn, understand and practice standard operating procedures
2. 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
3. To take every reasonable precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations
4. To report unsafe acts or conditions to the Library's Health and Safety Committee Representative and/or Board Chair
5. To report any occupational injury or illness immediately to appropriate HR staff
6. To use and provide staff with personal protective equipment (PPE) where required
7. 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

8. 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, or as required.

CONTACTS

Incumbent communicates regularly with the Library 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:** _____