

Port Colborne Public Library Board

Reports to: Library Board

Supervises: Library Staff

Position Objective/Summary

The Chief Executive Officer (CEO) works with the Library Board to provide strategic leadership and vision in the delivery of effective, inclusive, and high quality public library services. The CEO plans, organizes, and directs all facets of the organization's operations to provide services within the strategic, policy, and financial framework established by the Library Board, and in accordance with the *Public Libraries Act*.

Duties & Responsibilities

- Responsible for the delivery of library services, and the overall performance of the library in the community.
- Develops objectives, policies, and procedures for Board consideration and approval, and directs the implementation of approved policies and procedures to meet objectives.
- Responsible for the productivity of all departments within the library through approval of plans and programs, problem solving, motivation and evaluation.
- Directs the work of all staff members.
- Responsible for overseeing human resources matters related to Library Services including hiring, promotion, discipline, layoff, termination, performance appraisal, training and development, job evaluation, grievances and negotiations, and administration and interpretation of the Collective Agreement with CUPE Local 155 Port Colborne Public Library Unit in alignment with legal/regulatory requirements.
- Overall responsibility for the preparation of annual operating and capital budgets for presentation to the Library Board. Participates with the Board in decision-making leading to the approval of the final operating and capital budgets.
- Provides support and expertise to the Board in preparing a strategic plan and ensures that identified goals and objectives are realized.
- Applies for and administers grants to supplement and extend the library's services.
- Attends all meetings of the Library Board in the capacity of Secretary and Treasurer to the Board, and as Chief Executive Officer.
- Records and prepares minutes of all library board meetings and replies to all correspondence on behalf of the Board as directed.
- Represents the Library on various library bodies of a regional and provincial nature.
- Responds to complaints and inquiries from library patrons and other residents of the community. Speaks on behalf of the library before City Council, committees of City Council, senior staff members of the City and local media.

- Prepares work schedules, arranges adequate coverage for staff vacations and illnesses.
- Responsible for the overall development and maintenance of library collections and integrated library system.
- Manages the library facility ensuring effective maintenance, security, and use of the building.
- Maintains an effective working relationship with the City of Port Colborne representatives of other library systems and other government agencies.
- Responsible for liaison with Provincial and Local government officials as necessary.
- Represents the library in varied municipal and public activities.
- Provides professional reference service, reader's advisory, programming, and materials selection when required.
- Other duties as assigned.

Education:

- Post-graduate degree in Library and Information Science (such as Master of Library and Information Science) from an accredited library school; Master of Business Administration considered an asset

Experience:

- Minimum of 10 years relevant experience and minimum of 5 years leadership experience.

Knowledge:

- Excellent leadership and problem-solving skills.
- Experience in staff management, budget administration, Collective Agreement negotiations and working in a non-profit, community-based environment.
- Excellent public relations skills with Library patrons, City Staff and Council, the general public, and the media.
- Ability to develop and maintain effective working relationships with Board and staff.
- Extremely well-developed organizational skills.
- Excellent knowledge of and ability with computerized library methods and services.
- Knowledge of Dewey Decimal cataloguing procedures, Library of Congress subject headings, AACR2, authority control principles and MARC techniques.

Working Conditions:

- Work involves mental and visual concentration with frequent interruption.
- Office environment.
- Willingness to work outside normal working hours and travel on occasion.

Board Chairperson

Chief Executive Officer

Date

Date

The above statement reflects the principal functions and duties as required for proper evaluation of the job. Other related duties can only be considered part of the job if they directly relate to the primary function contained herein.