

**Public Ad for CEO position:**

## **The Petawawa Public Library is seeking a Chief Executive Officer**

Salary ranges from \$67,904-\$79,898/year

Resumes are to be submitted to [petawawalibraryceo@gmail.com](mailto:petawawalibraryceo@gmail.com)

**Closing Deadline: Friday, May 26<sup>th</sup>, 2017**

**Byl-10 – Appendix F**

### **PETAWAWA PUBLIC LIBRARY**

#### **JOB DESCRIPTION**

**POSITION TITLE:** Chief Executive Officer  
**RESPONSIBLE TO:** Library Board  
**HOURS:** 35 Hours per week

#### **PURPOSE OF POSITION:**

- This management position is responsible to the Library Board of Trustees for the administration, planning, organization, and supervision of all library operations and services in accordance with policies established by the Board. The CEO serves as the Board's representative to the community, to professional organizations and to government agencies
- The CEO is an employee of the Petawawa Public Library He or she reports directly to the library Board of Trustees and is responsible to that Board for all activities and initiatives within the library. The CEO is the public face of the library and any professional or liaison activities undertaken on behalf of the library should mirror the Board's values and mission.
- The CEO operates under the belief that the library is a public service industry, and as such requires a hands-on approach.

#### **MAJOR RESPONSIBILITIES:**

Administration:

- Ensures the Library Board's operation conforms to requirements of current Public Libraries Act.
- Plans, organizes, directs and evaluates library programs and services and allocates resources (Human, financial, material, information) to ensure the effective and efficient daily operation of the library

- Advises the Board on matters of policy. Recommends policies to meet goals and objectives of the library and to meet the needs of the community for library services and facilities
- Develops goals, objectives and procedures for the implement policies and directives
- Directs the financial administration of the library to ensure cost-effectiveness of services and operations ensuring that the Library operates within the annual budget
- Drafts the annual operating budget of the library and provides the Board with financial statements and other financial reports as required
- Attends to all correspondence pertaining to library business
- Makes application for and administers special grants
- Signs tax receipts for charitable donations received on behalf of the Petawawa Public Library Board of Trustees

**Planning:**

- Co-ordinates and continuously participates in the long-term planning cycle and policy development in conjunction with the Board
- Reviews existing policies on an on-going basis and makes recommendations to the Board as appropriate.
- Prepares and presents to the Board a monthly report of the library's activities and items of concern or interest, and a quarterly report of statistics
- Prepares and distributes a standardized annual report
- Attends all regular board meetings and meetings pertaining to the betterment of the library

**Operational:**

- Establishes, develops and evaluates an effective Collection Development Policy in consultation with the Board
- Ensures that the collection is properly maintained, conserved, and organized and that an effective collection control system is in place
- Acts as the public face of the library in the community, mirroring the Board's values and mission
- Acts as liaison with other community organizations and enhances the library's position within the community
- Deals with patron's suggestions, problems, and complaints in a positive service-oriented manner
- Oversees ordering of supplies, furnishings and equipment
- Maintains safe working procedures, and a safe working environment
- Oversees the operation and maintenance of the library's physical facilities and capital equipment
- Attends Town senior employees meetings as invited and maintains strong relationship with the Town

**The foregoing description outlines the principle functions of the Chief Executive Officer but does not list each and every responsibility which may be assigned from time to time**

**HUMAN RESOURCES:**

**Supervisory:**

Recruits, hires, supervises and evaluates employees

- Adheres to established personnel policies/practices and directs the training and development, performance appraisal, promotion, salary administration, discipline and dismissal of employees, in accordance with Board policies, and with provincial/federal legislation

- Prepares work and vacation schedules and authorizes leaves of absence
- Encourages employees access to professional development, information resources, and provides opportunities for them to utilize that knowledge within an appropriate framework
- Advises and makes recommendations to the Board on current and future employeeseing requirements
- Acts as a liaison between employees and Board

**Other:**

- Keeps active in professional organizations and stays abreast of new developments and issues in the field of librarianship
- Acts as a liaison with the Ontario Library Service and the Cultural Partnerships Branch of the Ministry of Citizenship, Culture and Recreation

**SKILLS AND EFFORT:**

**Qualifications:**

- Minimum of MLIS and two years of experience in a public library OR Library Technician or Excel Certificate in Managing a Small Public Library and 5 years of experience in a Public Library OR equivalent education and experience

**Special Skills:**

- Skilled communicator and diplomat
- Ability to work both independently and within a team
- Ability to take initiative and use professional judgment
- Knowledge of current microcomputer hardware and software
- Minimum of 2 years supervisory experience
- Proficient in MS Office applications
- French an asset

**Physical Demands:**

- Continuous heavy visual concentration (computers)
- Heavy lifting occasionally

**Job Environment:**

- Comparable to standard office