



Bibliothèque publique du canton
d'Armstrong
Armstrong Township Public
Library

Bibliothèque Publique du Canton d'Armstrong Armstrong Township Public Library

JOB DESCRIPTION

TITLE: Library Chief Executive Officer (CEO)
(Under Review)

REPORTS TO: Library Board

LOCATION: Library

SUMMARY: Reporting to the Library Board, the Library Chief Executive Officer (CEO) is the Board's primary and senior employee. The CEO leads the administration of Library activities as directed by the Board. The CEO is responsible for general oversight of all human, physical, and financial resources of the Board. The CEO provides policy, strategic and operational advice to the Board on various Library matters.

MAIN RESPONSIBILITIES (This is not an exhaustive list)

1. The Library CEO fulfills all statutory requirements of the Chief Executive Officer in accordance with the *Public Libraries Act*.
2. Fulfills secretary-treasurer duties.
3. Acts as the principal advisor to Board.
4. Ensures implementation of best practices.
5. Exercises general administrative control of the affairs of the Library.
6. Maintains accurate financial records, journal entries, and reconciles accounts.
7. Coordinates employee pay and benefits with Township staff.
8. Procures goods on behalf of the Library based on approved budgets.
9. Working under the direction of the Board, the CEO oversees the development of, and adherence to, the Library's strategic goals and objectives, and other critical plans.
10. Provides regular and annual reporting to the Board, Township Council and various Ministries.

11. Assists clients with inquiries, searches, computer usage, etc.
12. Applies for funding and/or grants from various Ministries.
13. Manages the activities of Library staff and volunteers.
14. Oversees the development of annual operating and capital budgets for Board and Council consideration.
15. Ensures timely delivery of all programming, operational and project-based initiatives.
16. Ensures annual employee performance reviews are completed in a timely manner.
17. Oversees all labour and employee relations matters, including, hiring, firing and discipline.
18. Ensures books and materials are checked out and returned.
19. Liaise with other levels of government and agencies.
20. Other duties as assigned.

DIRECT REPORTS:

- 1 part time employee
- 1 casual employee

EDUCATION/EXPERIENCE:

- Post Secondary Diploma in related field
- Minimum 2 years library (or related) progressive experience with at least 6 months in a supervisory capacity.
- The Board may consider a different combination of education and experience where appropriate.

ADDITIONAL COMPETENCIES/SKILLS:

REQUIRED:

- Excellent organizational, communication and interpersonal skills

DESIRABLE:

- Bilingual in both French and English

EFFORT:

- Handles and balances occasional shifting priorities.
- Coordinates the development of Library programming, plans, policies and strategic initiatives.

IMPACT OF ERROR:

Errors in management of programs and operations may result in:

- Failure to ensure safe overall working conditions and community could result in employee or resident injury.
- Budget and financial errors could result in minor increased costs to the Board.

WORKING CONDITIONS:

24-30 hours per week and occasional evenings.

General office conditions.