



TTPL Chief Executive Officer (CEO) Job Description

Job Title: Chief Executive Officer (CEO)/Head Librarian	
Location: Tyendinaga Township Public Library, 852 Melrose Rd. Shannonville ON	
Working Hours: 30 hours weekly, with the ability to work all shifts – days, evenings and weekends	
Report To: The Tyendinaga Township Public Library Board	
Supervisory: Yes	Salary: \$30/hr + 4% vacation pay

Job Summary

The Chief Executive Officer/Head Librarian of the library is responsible to the TTPL Board for the administration, organization, planning, and general supervision of all library operations and services in accordance with policies established by the TTPL Board.

Job Description and Responsibilities

Implementation of Board Policies and Directives

- Carry out Board policies and directives.
- Advise the Board on matters of policy, including recommendation of policies to meet the goals and objectives of the library and to meet the evolving needs of the community.
- Review existing policies and recommend amendments when necessary.
- Coordinate and participate in long-term planning in conjunction with the Board.

Accountability for Operations, Projects, and Finances

- Oversee and understand the financial administration of the library to ensure cost-effectiveness of services and operations.
- Work with the finance committee to prepare and administer the annual operating and capital budgets of the library and provide the Library Board with financial statements and other financial reports as required.

- Prepare and submit applications for special grants and programs and be responsible for the administration of the grant once approved.
- Prepare annual reports and library statistics.
- Ensure the library's affairs are conducted in accordance with corporate by laws, policies and procedures, and provincial statutes.
- Sort through correspondence and respond as needed; maintain files of library records and correspondence.
- Conduct the board's official correspondence.
- Oversee information and communications technologies.

Responsible for Personnel

- Hire, promote, discipline, and dismiss staff with Library Board approval.
- Establish and maintain personnel practices and direct the hiring, training and development, performance appraisals, salary administration, discipline and dismissal of staff, in accordance with provincial and federal legislation.
- Recommend compensation levels and salary administration policies to the Library Board.
- Advise the Library Board on staffing requirements.
- Act as a liaison between staff and Library Board.
- Prepare work and vacation schedules and authorize leaves of absence.
- Notify the Library Board of staff vacation and leave of absence requests.
- Responsible for the safety and protection of the library staff and public within the library.

Planning, Organizing and Implementing Programs and Services

- Develop procedures for the implementation of policies and directives.
- Plan, organize, direct, and evaluate library programs and services with staff and allocate resources to ensure the effective and efficient operation of the library.
- Order supplies, furnishings, and equipment.
- Select and acquire materials for the library collection.
- Organize and maintain the library collection and ensure that an effective collection control system is in place and implemented.
- Keep informed of technological advances.
- Provide and ensure technical support is available for staff and patrons.

Responsible for Administering Daily Operations

- Oversee the operation and maintenance of the library's physical facilities and capital equipment.
- Keep abreast of new developments in the field of librarianship.
- Administer or oversee the daily activities of the library, including opening and closing the library, circulating all library materials, registering new patrons, providing reader advisory and reference services, assisting patrons in locating materials and providing assistance on computers and e-readers.
- Responsible for and/or overseeing:

- Training of staff members and/or volunteers as required
- Care, classification, and record keeping of collection
- Data entry of library materials
- Inter-library loan requests
- Preparation of library materials for shelves including entering in database, barcoding and spine labelling as well as displaying or shelving the new materials
- Shelving of returned materials/ shelf reading
- Repair and/or weeding of materials according to library policy
- Assisting the Librarian Assistant, when needed, with planning, preparing, and organizing children's programs
- Ongoing professional development, training, workshops, and meetings

Representation and Promotion of Library

- Plan, coordinate and conduct ongoing public relation programs to inform the public about the library and its services.
- Act as a liaison with the Ontario Library Service.
- Deal with patron suggestions, problems, and complaints.
- Ensure effective and meaningful communication and positive relationship building with staff, volunteers, the Library Board, and the community.
- Create promotional brochures and newsletters.
- Monitor, maintain and update social media sites promoting the library.
- Any other duties as required or as assigned by the Library Board.

Working Conditions

Physical Demands

The CEO/Head Librarian position has few physical demands but heavy lifting of boxes of books may be required from time to time, which could lead to muscle fatigue and strain.

Environmental Demands

The CEO/Head Librarian works in a temperature controlled, smoke-free environment. There is exposure to dust from the book shelves.

Sensory Demands

The CEO/Head Librarian is required to operate a computer and undertake detailed library/document searches which could lead to fatigue. Attention to detail is important.

Mental Demands

The CEO/Head Librarian must be able to work both independently and as part of a team. The CEO/Head Librarian must be able to contribute to a positive working environment with library employees and township residents. Direct contact with the public is a major responsibility of this position.

Job Description Evaluations and Updates

The CEO/Head Librarian's job description will be edited or updated in collaboration with the employee and the Library Board. As the role of the CEO/Head Librarian evolves to reflect the current needs of the library and the greater rural community of Tyendinaga Township, there may be additions or removal of job responsibilities.

The CEO/Head Librarian will undergo both informal and formal evaluations with input from the Library Board.

Experience, Skills and Educational Background

Grade 12 diploma with a minimum of 1 year of experience in a customer service-related environment, preferably in a library. Library qualifications at the post-secondary level would be considered an additional asset (i.e. Library Technician, Information Science etc.)

Willingness to pursue professional development opportunities as they arise (i.e. EXCEL graduation certificate from the Ontario Library Service or other related PD).

Knowledge of computers and keyboarding as well as automated circulation/cataloging systems an asset.

Work independently and as part of a team.

Strong interpersonal and time-management skills, organizational leadership, strategic planning and operations management experience.

Leadership experience in innovative and successful service and program development and implementation, including grant proposal writing.

1st Aid/CPR Certification is an asset. If a candidate doesn't already have up-to-date certifications, they will be expected to complete the training in a timely fashion.

PLEASE NOTE - *A Police Record Check will be required for all employees and volunteers of the Tyendinaga Township Public Library. Successful applicants must submit the Police Record Check (dated within the last six months) prior to or on the first day of employment.*

Only successful applicants will be contacted for an interview. Thank you!