**Township of Georgian Bay Public Library**

**Chief Executive Officer (CEO)**

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| Job Title: | CEO |
| Reporting Relationship: | Library Board |
| Position Summary: | The Chief Executive Officer (CEO) is accountable to the Library Board for the success of the Township of Georgian Bay Public Library through strategic and operational planning, executing plans, monitoring variance of plans and evaluating effectiveness. The CEO represents the library to its various stakeholders which includes users, the broader community, the media, municipal council and other funders. |
| Date Created |  | **Latest Revision** | September 2015 |

**Accountabilities:**

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| **Activity** |  | **Details** |
| ManagementFiscalFacilitiesHuman ResourcesCommunicationOther Duties |  | Anticipates community needs for library services in a changing environment (e.g. seasonal demographics, technology). Leads the strategic planning process on behalf of the board; prepares annual operating plans to ensure an effective library which is responsive to emerging trends (e.g. increasing use of new technology) and community needs. Monitors the implementation of operating plans and amends the plans when necessary.Develops standards and performance measurements and regularly reviews programs and services to ensure that they continue to meet demonstrated needs and are provided in the most cost effective manner.Prepares and administers the annual operating and capital budgets of the Library and provides the Board with financial statements and other reports as requested. Researches additional sources of funding especially for capital projects. Monitors the budget and amends it when necessary. Liaises with the Township of Georgian Bay, Director of Finance and the CAO regarding the budget presentation, final budget approval and the operating budget.Oversees the operation and maintenance of all of the Library’s physical facilities and capital equipment. Develops implementation plans for new projects.Directs the personnel function by maintaining personnel practices; hiring, training and developing staff; performance appraisal; administering salary; discipline and dismissal of staff. Acts as a liaison between the Staff and the Board.Coordinates Library programs with area educational, recreational and work programs, and with outside organizations such as schools, historical societies and other community-based groups.Develops and strengthens the library’s relationship with the Township of Georgian Bay Council and Staff, the community, the media, other libraries; government ministries and agencies, professional organizations and potential funders.Serves as Secretary-Treasurer to the Board; arranges Board and Committee meetings, prepares agendas, keeps minutes and official records.Related projects as assigned by the Library BoardPersonally complies with all health and safety practices as it relates to the work, standard operating guidelines and the Occupational Health and Safety Act.  |
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**Qualifications:**

* Post Secondary Education
* Experience in Library management, customer service, library specific experience an asset
* Ability to be a team leader and to establish and maintain effective working relationships with staff, patrons and the public, giving high priority to patron satisfaction
* Ability to work independently but also as an effective team member
* Strong computer skills

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| **Typical Working Conditions** |
| Environment | Standard office environment |  |
| Standard work week | Part-time hours |  |
| Shift work required? | yes |  |
| Unusual hours/shifts? | Some evenings and weekends |  |
|  |
| **Typical Physical Demands** |
| **PHYSICAL EFFORT** | **DURATION** | **FREQUENCY** |
| Activity | Less than 1 hour at a time | Between 1 and 2 hours | More than 2 hours at a time | Occasional | Regular | Continuous |
| Carrying Books | [x]  | [ ]  | [ ]  | [x]  | [ ]  | [ ]  |
| Shelving Books | [ ]  | [ ]  | [ ]  | [x]  | [ ]  | [ ]  |
| 1. If lifting is required please indicate the maximum weight: 21-40 lbs (boxes of books)
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| **VISUAL EFFORT** | **DURATION** | **FREQUENCY** |
| Activity | Less than 1 hour at a time | Between 1 and 2 hours | More than 2 hours at a time | Occasional | Regular | Continuous |
| Reading | [ ]  | [ ]  | [x]  | [ ]  | [ ]  | [x]  |
| Computer Work | [ ]  | [ ]  | [x]  | [ ]  | [ ]  | [x]  |
|  |
| **ATTENTIVE LISTENING** | **DURATION**  | **FREQUENCY** |
| Activity | Less than 1 hour at a time | Between 1 and 2 hours | More than 2 hours at a time | Occasional | Regular | Continuous |
| Customer  | [x]  | [ ]  | [ ]  | [ ]  | [x]  | [ ]  |
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| **Identified Hazards** |
|  | NEVER | SELDOM | OCCASIONAL | REGULAR | CONTINUOUS |
| Chemical Substances | [ ]  | [x]  | [ ]  | [ ]  | [ ]  |
| *Please describe:* Toner and office cleaning supplies |
| Heat, Cold, Noise | [ ]  | [x]  | [ ]  | [ ]  | [ ]  |
| *Please describe:* open office environment, noise of general public |
| Outside Work | [x]  | [ ]  | [ ]  | [ ]  | [ ]  |
| *Please describe:* Some outdoor meetings/community events |
| Bodily Fluids | [x]  | [ ]  | [ ]  | [ ]  | [ ]  |
| *Please describe:*       |
| Mechanical Equipment | [x]  | [ ]  | [ ]  | [ ]  | [ ]  |
| *Please describe:*  |
| Personal Injury  | [ ]  | [x]  | [ ]  | [ ]  | [ ]  |
| *Please describe :* Minor risk dealing with members of the public |
| Work Related Disease | [x]  | [ ]  | [ ]  | [ ]  | [ ]  |
| *Please describe:*       |
| Musculoskeletal Disorders  | [ ]  | [ ]  | [x]  | [ ]  | [x]  |
| *Please describe:*continuous computer usage, shelving of books, carrying of boxes  |
|       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| *Please describe:*      |
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| **Typical Equipment Utilized** |
| [x]  Computer | [x]  Office Equipment (fax, calculator, etc) | [x]  Telephone |
| [x]  Vehicle | [ ]   | [ ]   |
| [ ]  Light Equipment | *Please list:*      |
| [ ]  Heavy Equipment | *Please list:*      |
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