



# FORT FRANCES PUBLIC LIBRARY TECHNOLOGY CENTRE

**Position:** Chief Executive Officer (CEO)

**Classification:** Management, full time.

**Reports To:** Fort Frances Public Library Board

**Pay Grade:** Town of Fort Frances, Band #9

**Date Prepared:** May 2019

## POSITION SUMMARY:

The Fort Frances Public Library Technology Centre is a dynamic community hub committed to providing evolving and superior library services in a safe and welcoming space for all. The Chief Executive Officer is responsible for the administration, supervision, and operation of the Library. They fulfill the goals, guidelines, and directives of the Library Board. They ensure the Library operates in accordance with Board policy, the Public Libraries Act, and other applicable legislation, while providing a commitment to innovation and improvement.

## AREAS OF RESPONSIBILITY:

### FFPL Board Leadership and Support

- Prepares the annual budget for Board approval and approves purchases within established spending limits and prepares monthly financial statements
- Supports the Board in ensuring compliance in its roles and responsibilities as set out in the Public Libraries Act, 1990 and other legislation governing public libraries
- Recommends policy to the Board, executes and monitors the implementation of all policy decisions passed by the Board
- Attends all Board meetings and performs duties as Secretary of the Board, producing and maintaining accurate records of agendas, meetings, minutes, reports and correspondence
- Performs duties as Treasurer of the Board, receiving and accounting for all money, depositing money on behalf of the Board and disbursing money as the Board directs. The CEO will work with the Town Treasurer
- Seeks out information and opportunities for the public library to take advantage of grants and subsidies as they may arise and presents options to the Board for application
- The CEO ensures that the principles of intellectual freedom are integrated into all organizational policies, procedures, and practices
- Participates in board orientation and development
- Works with the Board to continually plan for future innovation including taking a lead role in the preparation and implementation of the strategic plan
- Prepares reports, surveys and correspondence as required by ministerial directive or legislation

### Library Leadership and Management

- Implements, manages and evaluates all operational practices and activities, ensuring a high level of service to the community

- Oversees the development and maintenance of appropriate library collections
- Oversees the co-ordination and management of special projects and programs
- Prepares annual reports of library finances and operations for both internal and external distribution; completes surveys, and prepares and directs community attitude surveys when necessary
- Investigates new trends, techniques, materials, equipment and technology to improve the operation of the library
- Oversees the maintenance of the library building, grounds, and equipment, responsible for creating asset management tickets and contacting contractors as required for repair, service, or improvements
- Oversees the maintenance, updating, selection, and purchase of the Library's hardware and software, including the Library's automated system
- Responds to complaints, concerns and queries raised by the public or the staff and acts as an arbitrator on such matters, has the authority to issue notices of no trespassing
- Obligated to protect the privacy of library patrons; including borrowing habits
- Develops job descriptions, recommends and administers personnel policies, hires, manages and conducts performance evaluations and terminates staff employed by or on contract with the library
- Establishes work schedules, co-ordinates requests for time off, vacation, sick leaves and leaves of absence
- As a consultant and facilitator, provides staff training and opportunities for professional growth
- Takes responsibility for the health and safety of personnel in the workplace in compliance with all related laws and legislation
- Motivates staff to provide superior library services
- Assists patrons in utilizing conferencing equipment and assistive technology

#### Community Leadership and Strategic Partnership

- Endeavours to build positive partnerships with a wide variety of groups to promote the resources of the public library, seek out efficiencies, expand services and meet the needs of the community
- Works with the Friends of the Library and prepares reports and documents as required by a Registered Charity
- Works with the Mayor, Council, and municipal staff as needed
- Confers with other librarians and library organizations, maintains appropriate memberships and networking opportunities and accesses opportunities for shared services and materials, joint programs and new program ideas
- Works with all media to promote the library, its services and programs
- Represents and speaks on behalf of the library at the local and/or provincial level
- As a public relations ambassador, the CEO confers regularly with outside groups and agencies, promoting library services and activities, and developing partnerships
- Represents the Library on advisory committees both regionally and provincially

#### **QUALIFICATIONS:**

Preference may be given to those who have:

- At least a Bachelor's degree, with a Master's degree in library science preferred
- Five years managerial experience in a public library setting
- Significant experience in budgeting and financial planning
- Excellent oral and written communication skills and comfort in representing the library in a wide range of forums
- A good understanding of automated library applications, software and technological innovation

**WORKING CONDITIONS:**

- A typical work week consists of 40 hours and requires irregular weekend and evening work, in order to ensure programming and staffing requirements are met
- Works in a computerized office environment
- Working conditions regularly involve a degree of mental stress and physical strain with the possibility of prolonged periods with irregular breaks
- Some element of personal risk involved in the performance of these duties