
Position Title:	Chief Executive Officer Library
Reports To:	The Blue Mountains Public Library Board
Job Grade:	Grade 14

Position Summary

- **The Chief Executive Officer (CEO)** *“shall have general supervision over and direction of the operations of the public library and its staff, shall attend all board meetings and shall have the other duties the board assigned to him or her from time to time.”* R.S.O. 1990, c.P44, s.15(2)
- Reporting to the Board, the Chief Executive Officer (CEO) is the leader and ambassador of change and public relations for The Blue Mountains Public Library (BMPL) Gallery, Library, Archive and Museum (GLAM), and tasked with driving the GLAM forward as a key pillar in the community. While building positive relationships with all internal and external stakeholders, the CEO is responsible for providing vision and leadership to the BMPL operational team in accordance with policies established by the publicly appointed Library Board. The CEO serves as the Board’s Secretary-Treasurer and is the representative to the community and community organizations, media, municipal administration, other levels of government, and professional associations. The CEO advises the Board and recommends actions to address current emerging issues and trends to ensure that BMPL policies and programs result in the attainment of the Board’s vision, mission and embody its values. All Board authority delegated to staff is delegated through the CEO, including responsibilities for approval of Operational Policies and the administration of the provisions of the Municipal Freedom of Information and Protection of Privacy Act. The CEO is designated as the Freedom of Information and Protection of Privacy Coordinator and BMPL Head. The CEO is the Chief Librarian.

Key Responsibilities

Leadership

- Ensure that the BMPL is operated in accordance with the *Public Libraries Act*, all relevant legislation, all relevant provincial standards, BMPL policies, procedures and By-laws, and organizational strategic directions.
- Lead, model and promote positive attitudes and interactions with a commitment to excellence in programs and services for all stakeholders.
- Lead the BMPL through positive change, cultivating relationships with all stakeholders, including the local municipality and its officials.
- Drive BMPL forward as a cornerstone in the community and ensure it is a leader in GLAM services.
- Develop and implement effective communication strategies to enhance public awareness of the GLAM, its services and successes, maximizing the return on tax dollars spent on the BMPL. Actively develop contacts with media and promote library awareness at all opportunities. Act as GLAM spokesperson within community and on broader provincial Library and GLAM issues.
- Demonstrate superior interpersonal and communication skills to ensure effective day-to-

day operation and functioning of the BMPL.

- Facilitate and maintain effective communications with the Board, the Town of Blue Mountains (TBM) and community stakeholders, including community organizations, local business and the community at large, to contribute to positive growth and development.
- On an annual basis, review, develop operational policies and procedures; and recommend policies, procedures and by-laws to maintain compliance with all applicable municipal, provincial and federal legislation, including but not limited to the *Employment Standards Act* (ESA), *Ontario Health & Safety Act* (OHSA), *Accessibility for Ontarians with Disabilities Act* (AODA), *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), and the *Ontario Human Rights Code* (OHRC), all for Board approval. Develop and approve all operational policies of the BMPL.
- Responsible for all functional areas in Service Delivery and Development, Information Technology, Finance and Purchasing, and Human Resources.
- Conduct Health and Safety audits, as required under legislation, to ensure that BMPL facilities are operated and maintained in a safe and eco-friendly state; and ensure the workplace is a safe and healthy environment.
- Maintain confidentiality, according to policy and MFIPPA, with respect to all documentation and information of BMPL; and act as the Head for BMPL.
- Keep abreast of current trends in GLAM service including advancements in technology and standards.

Secretary to the Board

- Act as Secretary to the Board, according to the *Public Libraries Act*, ensuring all legal and reporting requirements of the Library as a corporation are met. Prepare meeting agendas in concert with the Chair and Committees of the Board, maintain the official records of the Board, including meeting minutes, and ensure such documents are made available to Board members, and where appropriate, TBM and the public, in a timely manner.
- Provide assistance to Board members in development as Library trustees by providing information on training and networking opportunities. Provide orientation for all new Board members, and support continuing Board development and education.
- Ensure that the needs of our community and our BMPL are represented to the provincial Ministry responsible for Public Libraries, the Ontario Library Service, and the Ontario Library Association and, where appropriate, to other organizations.
- Assist the Board in fulfilling its advocacy role on behalf of the community.
- Cultivate a healthy, mutually empowering relationship with the Board.
- Support the maintenance of and compliance to the Memorandum of Understanding between the BMPL and TBM for the benefit of GLAM services and the community.

Treasurer to the Board and Financial Management

- Act as Treasurer to the Board and receive and account for all BMPL funds, ensuring funds are deposited and dispersed as per Board policy.
- Identify sources of funding and grants that support the library's strategic direction. Develop financial policies, in conjunction with the library board, that clarify the board's position and approach with regards to grants, sponsorships, fundraising and revenue generation.
- Work with the Board to develop Board members' understanding of library finances, including the budget process and regular tracking of expenses in relation to the budget.

Establish strategic financial management processes, using sound business and financial judgment.

- Lead the overall budgeting and fiscal planning process for the GLAM. Accountable for financial planning and seeking funding sources to support the operational and strategic plan requirements, presenting and defending the budget to municipal council, ongoing monitoring and adapting of the budget. Prepare and present annual and multi-year budgets to the Board including operating and capital projections based on identified Strategic Plan goals with both short-term and long-term consideration. When and where required, present the approved budget to TBM on behalf of the Board.
- Negotiate, administer, and bind contractual agreements with third parties on behalf of the Board and on behalf of the BMPL, to ensure outcomes are in the best interests of the BMPL and the community.
- Ensure accurate and timely filing of tax and other government payments and reports.
- Assess risk and maintain insurance to protect the organization, Board and staff from loss or liability.
- Promote and justify the BMPL's needs to funding authorities.

Strategic Planning

- Provide leadership for the development of the strategic plan embracing the expanding role of new technologies within a public library and GLAM setting in balance with traditional services. Plans for appropriate technological development considering all factors, including funding for improvements and maintaining infrastructure once established. Support the Board, providing expertise, in the review and development of short, medium and long terms Strategic Planning goals.
- Ensure involvement of the Board members in the strategic planning process; assist the Board in planning at a strategic level through assessing needs, evaluating effectiveness of services, identifying trends at the local and global level and overseeing facilities planning.
- Work collaboratively with the Board, staff, other organizations and community stakeholders to implement identified action plans, monitor and report progress (or lack thereof) towards achievement of Strategic Plan goals, and recommend revisions to the Strategic Plan as appropriate.
- Develop, in consultation with the Board, staff and community members, a formal process to obtain feedback from all stakeholders.
- Develop an annual report for all stakeholders, for Board approval, to provide general information about the programs, services, events, analysis of user statistics, and update regarding progress towards achievement of the Strategic Plan goals for the year.

Staff Supervision

- Provide vision and guidance to staff. Maintain a cohesive senior management team and cultivate trust and a sense of camaraderie. Develop and sustain positive and effective employee and labour relations to ensure the GLAM staff function as an effective and cohesive group.
- Recruit, hire, supervise, evaluate, provide opportunities for professional growth, and, where necessary, terminate employees, keeping the Board informed as appropriate.
- Ensure that staff provide exemplary customer service. Conduct performance reviews for all employees at least once per year, more often if appropriate. Develop succession plan(s) and provide opportunities for staff to develop skills. Assess the current L.E. Shore and Craigleith

Heritage Depot Volunteer programs to ensure that volunteer activities provide meaningful opportunities and are celebrated for their contributions.

- Maintain confidential personnel records, in accordance with established BMPL policies, Human Resources standards, and applicable legislation.
- Apply change management strategies to assure effective implementation of change and acceptance by all stakeholders.

Facility Management

- Develop a welcoming and user-friendly physical environment that encourages all community members to use GLAM services. Manage the environment in all branches to enhance the user experience.
- Create and maintain a healthy and safe environment for users, staff and volunteers.
- Coordinate with TBM departments to ensure the ongoing operation and maintenance of all BMPL's facility and related capital equipment. Work with TBM departments to develop and implement BMPL building and renovation projects.

Services and Collection Development

- Establish operational policies and procedures pertaining to services and collection development.
- Develop a multi-year Capital Plan, Technology Plan, and Work Plan identifying requirements and opportunities presented to enhance BMPL services. Effectively manage and authorize departmental budgets for the implementation of the BMPL's services, physical collections and virtual/digital collections of the GLAM; and ensure these meet the needs of the community.
- Employ sound project management principles and procedures in the planning and implementation of programs and services.

EDUCATION, SPECIFIC TRAINING, and RELEVANT WORK EXPERIENCE:

- Master of Library & Information Sciences or equivalent.
- Minimum of ten (10) years' experience with at least five (5) years' experience in a senior level supervisory experience with a career pattern that demonstrates continued professional development.
- Proven success working with a policy-making Board, and collaboratively with government agencies and officials.
- Additional areas of expertise to be demonstrated:
 - Thorough knowledge of practices and procedures regarding administration and operations of a municipal public library;
 - Strong interpersonal skills and ability to manage human and physical resources efficiently and effectively in a supervisory position;
 - Understanding of the philosophy and trends in public library service, including trends in technology;
 - Excellent communication skills, both verbal and written;
 - Record of success in fiscal management of an annual budget in excess of \$1,000,000;
 - Experience in successful strategic planning and assessing community needs;
 - Strong public relations skills, interpersonal, and organizational skills;
 - Proven history of partnering with community organizations in the provision of programs and services;

- Knowledge and understanding of legislation, regulations and political astuteness relating to all aspects of public libraries, community museums, and the municipal environment; and
- Proven ability to champion and successfully implement change.

COMMITMENT TO HEALTH & SAFETY:

All employees must personally comply with, assume appropriate Internal Responsibility Systems, and compliance with all health and safety practices, standard operating procedures and the Occupational Health and Safety Act and Regulations. This includes completion of designated Health and Safety training.

JOB DETAILS:

Hours of Work: This is a permanent full-time salary position. Standard work week is 35 hours with some weekend and evenings required.

Reports:

Direct Report: 4+

- Manager of Technical Services
- Manager of Public Services
- Manager of Community Outreach
- Curator, Manager of the Community Museum
- Interns, Co-Op Students

Indirect Supervision: 18+

- 5+ Library Specialists
- 2 Museum Technicians
- 5 Student Pages
- Library Clerk
- Volunteers
- Co-Op, Interns and students

Overtime: Does not apply to salary position
35 lieu hours available annually

Driver's License: Require G2 or higher

Approval: *Approved* June 2017 [Not reflected in Board Minutes or Board Resolutions].
Amended [new Job Fact Sheet format] by BMPL Board on October 25, 2018 BMPL-Resolution 2018-199.
Reviewed by BMPL Board on January 16, 2020 BMPL-Resolution 2020-009.
Amended by BMPL Board on July 16, 2020 BMPL-Resolution 2020-074.
Amended by BMPL Board on December 9, 2021 BMPL-Resolution 2021-138.