



Chief Executive Officer,
Orangeville Public Library



Position Synopsis and Purpose
(A position overview and how it connects to corporate goals)

This position is responsible for the overall administration of the library, reporting to the Library Board and the General Manager, Community Services. This position provides leadership and direction to all aspects related to the delivery of library services. The CEO, Library has overall accountability for the planning, organizing, directing, and controlling the operations of the library and staff, in accordance with the objectives, policies and regulations of the Library Board, the Town of Orangeville and the Ontario Public Libraries Act.

Major Responsibilities
(What this position does and how they allocate their time)

Description	Approx. Time Spent (%)
Board Administration <ul style="list-style-type: none">Serve as the professional advisor to the Library Board.Facilitate orientation sessions for new Board members and provide continual education for all members.Support the Board in governance matters, including policy development.Develop, implement, and maintain a strategic plan that aligns with the Library Board's mission and directives.	15%
Administration and Community Relations <ul style="list-style-type: none">Implement the strategic direction as approved by the Board.Foster and maintain effective relationships both within the municipality and externally.Engage with community groups to assess their needs and foster positive relationships with community leaders, organizations, and individuals. Maintain strong connections with other libraries, the Ontario Library Association (OLA), Ontario Library Service (OLS), and library associations at provincial and national levels.Coordinate with ministry representatives to ensure compliance with legislation.Provide reports at council meetings as required and participate as a member of the town's corporate leadership team.Leverage technology to connect and communicate.	30%
Leadership and Management <ul style="list-style-type: none">Lead and shape a strong positive organizational culture within the library; oversee senior staff and direct reports, including recruitment, supervision, performance management, and training.Ensure library operations adhere to health and safety legislation, taking overall responsibility for staff compliance with workplace health and safety laws and regulations.	30%

Description	Approx. Time Spent (%)
Facility Management <ul style="list-style-type: none"> Assume responsibility of the library building and contents; identify and advise on future improvements and requirements; and identify and coordinate repairs and maintenance (through the facilities management team). Contribute to facility renovations and expansions as part of the project management team. 	5%
Financial Management / Forecasting <ul style="list-style-type: none"> Anticipate trends and set strategic directions through goal and objective setting; stay informed of current trends and developments in the field to apply them effectively. Prepare and present the 5-year Operating and 10-year Capital budgets to the Library Board for approval, submit them to the council, and manage operations within these budgets. 	20%
Other duties as assigned	

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

Decision Making, Independence and Confidential Information (Description of types of decision making and independence)

1. List up to 3 examples of the types of decisions that are made or issues/situations that are dealt with on a regular basis and how judgment is used to resolve them.
 - Challenges to Programming (e.g. threats and protests) or Collection (request for reconsideration of library materials – someone wants something removed from the collection).
 - Complaints, when escalated, from the public about library services
 - Manage and support vulnerable patrons

2. List up to 3 examples of situations or problems that are referred to the supervisor for direction or resolution.
 - Policy approval.
 - Approval to Budget Estimates prior to submission to council.

Confidential Information:

This position has:

<input type="checkbox"/>	Minimal access to sensitive or confidential information
<input type="checkbox"/>	Some access to sensitive or confidential information, and does not work directly with it
<input type="checkbox"/>	Access to sensitive or confidential information and works directly with it
<input checked="" type="checkbox"/>	Significant access to sensitive or confidential information and works directly with it

Examples:

This position has access to confidential library board reports, library related council reports, personnel information, and confidential library customer records.

Required Training (Description of training required in order to perform the major responsibilities)

- Orientation Training including Health and Safety, AODA, Equity, Diversity, and Inclusion
- APPL or Library Leadership

*Attends training, workshops and seminars where appropriate and as required

Minimum Qualifications (Absolutely cannot do without)

Education (degree/diploma/certifications):

- Master's Degree in library and information science, or equivalent post graduate education.

Experience:

- Minimum seven (7) years of progressively senior level management experience in a public library including supervisory experience.
- Demonstrated experience preparing, implementing, and monitoring strategic plans and managing extensive capital and operating budgets.
- Demonstrated experience working with an appointed Board of Directors.

Knowledge/Skill/Ability:

- Knowledgeable about the library field and trends with an emphasis on customer service and technological best practices.
- Excellent written, verbal communication and presentation skills with experience working with a variety of audiences including the public, stakeholder groups, the library board and town council.
- Superior interpersonal, public relations, negotiation, conflict management and consensus-building skills.

- Excellent organization and time management skills with the ability to co-ordinate and manage multiple activities and projects successfully.
- Effective leadership and supervisory skills.
- Strong computer skills including Microsoft Office (Word, Excel, PowerPoint, Social Media Platforms) and integrated library management systems including open sources products.
- Enthusiastic, energetic, and positive person with a desire to promote library service, literacy and leisure service throughout the community.
- Excellent partnership and community development skills.

Other Qualifications:

- Police Check required: Yes ☒ No ☐

HR use only: confirm the type of check: Vulnerable Sector Check

Driver's licence: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
If yes, what type?	
G1	<input type="checkbox"/>
G2	<input type="checkbox"/>
G	<input checked="" type="checkbox"/>
DZ	<input type="checkbox"/>
Other:	<input type="checkbox"/>

Preferred Qualifications
(The Ideal Candidate)

Education (degree/diploma/certifications):

- None

Experience:

- Seven (7) years of progressively senior level management experience in a public library including supervisory experience.

Knowledge/Skill/Ability:

- None

Work Setting

(Description of the work environment and nature of people interactions)

Contacts

Frequency Legend
Constant – every day for most of the day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

Contact	Frequency	Nature of Interaction
Corporate town staff	Frequent	Interdepartmental contact as required.
Full-time Library Staff	Frequent	Daily operations and planning of library division work.
Part-time Library staff	Occasional	Helping resolve issues with participants or customers, scheduling issues.
Community Organizations	Regular	Managing
Library Board	Frequent	Reporting, board meetings.
Contractors, Vendors/suppliers	Occasional	Purchasing, project management.
Participants/members of the public	Regular	Deal with the public to resolve issues, assist with financial assistance, overrides for program registration, complaints, payment issues.

Work Conditions/Physical/Mental Effort

Please check off all that apply

Frequency Legend
Constant – every day for most of the day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

1. Hours of Work

Normal Hours of Work (i.e., 8:30 am – 4:30 pm, Monday to Friday)	<input checked="" type="checkbox"/>
Eligible for Alternate Work Arrangements	<input checked="" type="checkbox"/>
Eligible for Remote Work – Hybrid Option	<input checked="" type="checkbox"/>
Evenings/Weekends	<input checked="" type="checkbox"/>
On-Call	<input checked="" type="checkbox"/>
Over-time (How often? Expand below:)	<input checked="" type="checkbox"/>

Examples:

There will be need for additional work outside of business hours, in order to attend events, planning, Board meetings, emergency help with Library operations.

2. Work Environment

	N/A	Constant	Frequent	Regular	Occasional	Percentage
Indoors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	95 %
Outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5 %
						=100%
Attend internal/external meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	50%
Time spent travelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5%
Frequency of interruptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-
Interaction with irate/aggressive clients/customers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-

Examples:

Attending community meetings, workshops, user group meetings.
Supports staff with escalated customer issues.

3. Hazards

	N/A	Constant	Frequent	Regular	Occasional
Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dirt, Dust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disagreeable weather conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examples:

(List examples and include any other hazards not listed above)

Exposure to noise at the library, community events, customers, phone calls, etc.

4. Physical Requirements

	N/A	Constant	Frequent	Regular	Occasional
Operating and/or maintaining vehicles and equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Standing • Sitting • Walking • Climbing 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Requirement to lift objects (list max weight) Max weight = 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing and/or pulling objects to complete tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PPE worn on a regular basis (list type):					
<ul style="list-style-type: none"> • None 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Types of tools used (list type):					
<ul style="list-style-type: none"> • None 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examples:

Office work, frequent standing and walking, constant sitting.

5. Mental Requirements

	Constant	Frequent	Regular	Occasional
Requires awareness of surroundings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual effort required on a concentrated basis	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requirement to listen attentively	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examples:

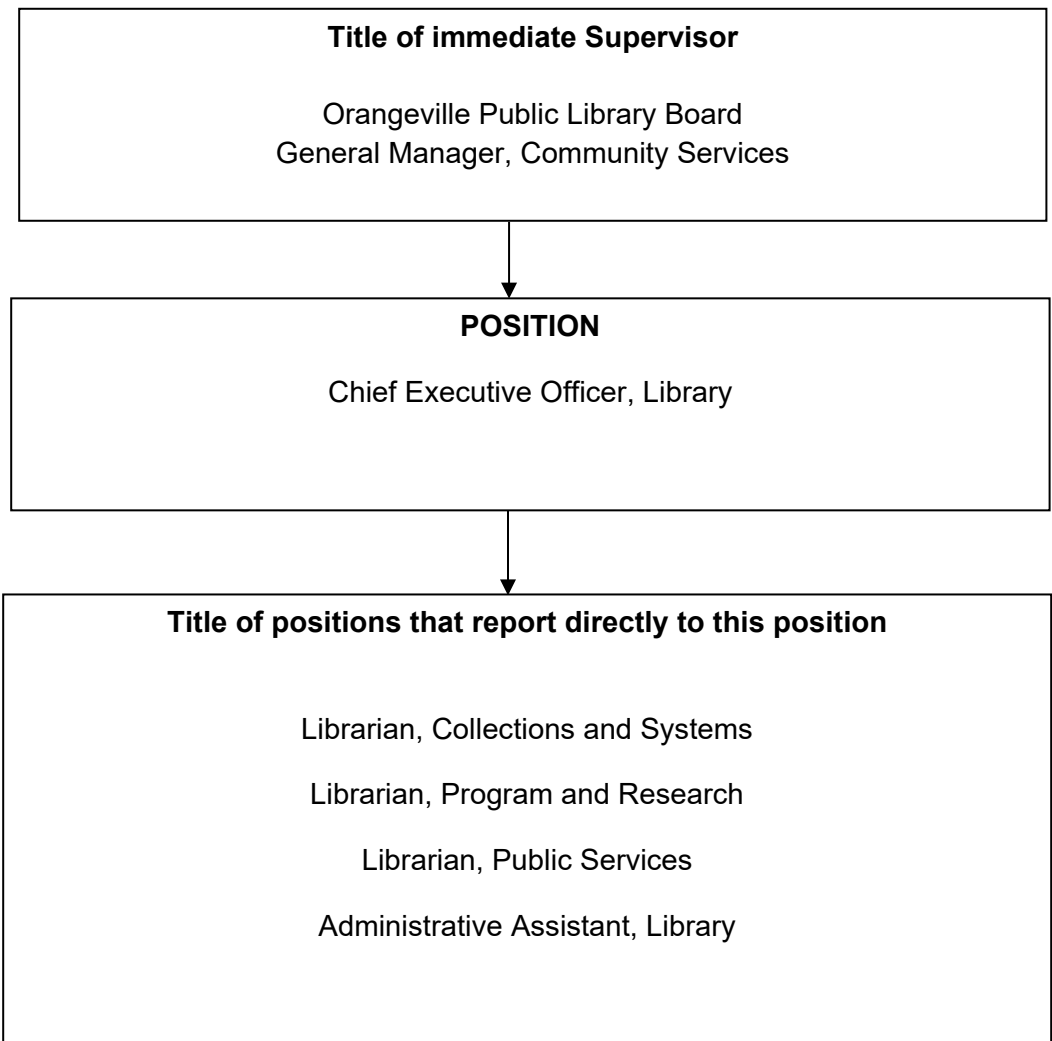
Frequent interruptions, questions from staff, customers, management, phone calls, emails, letter correspondence.

Position Classification
(Where this position fits)

Position Title: Chief Executive Officer, Library	Division: Orangeville Public Library
Department: Community Services	Classification:
Work Location: 1 Mill Street 275 Alder Street	Reports to (Direct): Orangeville Public Library Board General Manager, Community Services
Position(s) Supervised Directly: Librarian, Collections and Systems Librarian, Program and Research Librarian, Public Services Administrative Assistant, Library	Position(s) Supervised Indirectly: Co-ordinator, Collections and Systems Co-ordinator, Program and Research Co-ordinator, Public Services Public Services Assistants Summer Reading Program Assistants
Hours per Week: 35	
Effective Date:	Revision Date:

Organizational Chart

List the reporting relationship of this position to others within the immediate department.



Approvals:

Library Board Chair: _____ Date _____

General Manager, Community Services: _____ Date: _____

Manager, Human Resources: _____ Date: _____