



Library CEO/Head Librarian Employment Opportunity

The Bancroft Public Library Board is seeking an energetic and highly motivated, experienced individual to fill the position of Chief Executive Officer/Head Librarian. The Library CEO also serves as Treasurer and Secretary to the Bancroft Public Library Board of Trustees.

Complete posting and job description is available at the Library, on the Bancroft Public Library website - www.bancroftpubliclibrary.ca, The Town of Bancroft website - www.bancroft.ca, and the Municipality of Faraday website - www.faraday.ca.

Noreen Tinney, Board Chair



Bancroft Public Library CEO / Head Librarian Employment Opportunity

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The Library and Community:

Bancroft, located in the heart of Ontario, tucked away from the bustle of the big city, but close enough to visit. Central to several mid-sized cities, and halfway between Toronto and Ottawa, Bancroft offers the tranquility of the Canadian Shield with all the amenities of a modern community. Bancroft has become the community of choice for many people who would like to leave the busy city-life behind; the Bancroft region provides the perfect blend of urban and rural economies and landscapes and makes a wonderful place to live, work and thrive!

Bancroft Public Library services a regular population of over 7000 people annually which increases to approximately 15,000 in the peak seasons. Dedicated, long-term staff committed to supporting the Board, CEO and patrons are the heart and soul of our library. Our Library has many opportunities for growth and development under the right leadership.

RESPONSIBILITIES:

Develop and administer a comprehensive program of library services support by The Town of Bancroft and The Municipality of Faraday. See attached Job Description.

QUALIFICATIONS & EXPERIENCE:

- Degree in Library Science or Information Studies or APLL and/or (Advanced) EXCEL certificate or 3 years of progressive management experience.
- Proven skills in all aspects of supervision including team leadership, training, and hiring, evaluating, coaching, motivating staff and problem-solving skills.
- Demonstrated knowledge and experience in the principles and practices of accounting, budgeting and financial planning. Knowledge of QuickBooks accounting software would be an asset.
- Demonstrated understanding of emerging trends, new technologies and advancements in public libraries and customer centered service
- Proven history of partnering with community organizations in the provision of programs and services.
- Excellent organizational skills to manage multiple priorities
- Experience in strategic and operational planning including library building and expansion
- Experience in budgeting and managing finances including grant programs
- Knowledge and understanding of legislation, regulations and political astuteness relating to all aspects of public libraries and the municipal environment
- A proven ability to champion and successfully implement change

COMPENSATION:

- **Position** – Permanent, Part-Time
- **Hours of work** - 24 hours per week (flex time).
- **Salary** - \$30,000 - \$37,000 (based on knowledge and experience) + benefits
- **Date Posted** - April 27, 2018
- **Date Closing** - May 15, 2018
- **Start Date** - June 25, 2018

APPLICATIONS:

Qualified candidates are invited to submit resumes and covering letters **by e-mail**, to Human Resources, Bancroft Public Library Board, outlining how their skills and experience match the position requirements by **5:00 pm on May 15, 2018** to e-mail address:

hr@bancroftpubliclibrary.ca

- E-mail with PDF attachments is mandatory. Submissions will not be accepted by library staff. No telephone calls please.
- Submissions will be reviewed by the selection committee appointed by the Bancroft Public Library Board and qualified candidates will be contacted for the first round of on-site interviews which will take place mid-to late May 2018.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with Municipal Freedom of Information and Protection of Privacy Act, personal information will be used strictly for candidate selection.



Library CEO/ Head Librarian Position Summary

Reporting to the Library Board, the Library CEO/Head Librarian is responsible for the operational and financial management of the Bancroft Public Library and for advancing the Library's strategic direction in a manner that reflects the organization's mission, vision and values. The Library CEO/Head Librarian serves as Secretary-Treasurer and advisor to the Library Board and as its primary representative to the community, community organizations, media, municipal administration and other levels of government and professional organizations. The Library CEO/Head Librarian works closely with funding Municipal Councils and staff.

Duties and Responsibilities

The following duties and responsibilities indicate the general nature and scope of work associated with the position. This document is designed to highlight a comprehensive list of the activities, duties and responsibilities required in the role of Library CEO/Head Librarian. That said, the role of Library CEO/Head Librarian is varied, and additional duties are often required.

Administration and Board Support

- Ensures that the Library is operated in accordance with relevant legislation and best practices
- Develops policies and procedures to guide efficient and effective library operations
- Cultivates a healthy, mutually empowering relationship with the Library Board
- Structures and supports the Board's work
- Facilitates Board effectiveness through orientation, education and succession planning
- Prepares and reports measures of performance and progress to the Board and the Ministry of Tourism Culture and Sport as required

Leadership

- Provides vision and guidance to library staff, board members and the community
- Contributes to effective decision making regarding library services and resources
- Leads and empowers employees to deliver effective, high-quality service
- Applies change management strategies to assure effective implementation of change and acceptance by all stakeholders

Fiscal Responsibility

- Establishes strategic financial management processes, using sound business and financial judgment
- Develops the library budget in conjunction with the library board
- Aligns the budget with the library's strategic plan
- Promotes and justifies the library's needs to funding authorities
- Predicts expenses for the coming year based on a good understanding of the library's financial situation, changes in services or operations and new demands for service
- Prepares monthly budget reports for the board's review
- Identifies and pursues alternate funding sources



Personnel Management

- Recruits, schedules, trains, evaluates and coaches staff
- Supports an organizational structure that enables a culture of teamwork and exemplary service
- Develops HR policies that support a healthy work environment and comply with employment laws and regulations
- Maintains a fair compensation program
- Plans for and supports staff development
- Engages in planning to ensure the library has the staff capacity to meet current and future demands

Planning

- Designs and implements an ongoing planning process for the library
- Develops and implements an operation plan and work plan based on the library's strategic plan
- Evaluates the library's ongoing efforts to meet the goals and objectives identified in the library's strategic plan
- Employs sound project management principles and procedures in the planning and implementation of programs and services

Public Services

- Applies and models customer service skills to enhance user satisfaction
- Enforces the library's policies and procedures in the supervision of public service
- Manages the efficiency and effectiveness of all library services and connects the work of all service areas with the organization's decision-making processes
- Manages and advocates for programs and outreach services that advance the Library's mission
- Applies effective techniques in addressing customer concerns or complaints

Facility Management

- Manages the library environment to enhance the user experience
- Creates a welcoming and user-friendly physical environment that encourages all community members to use library services
- Creates and maintains a healthy and safe environment for library users and staff
- Supervises the ongoing operation and maintenance of the library's facility and related capital equipment

Collection Development

- Establishes collection development policies and procedures
- Manages the processes by which library materials are ordered, received and tracked
- Establishes procedures and resources to support the acquisition of library materials
- Executes the functions associated with tracking the expenditures and accounting for acquisitions
- Develops and manages the library's collections of electronic resources and provides distributed access to them
- Selects, organizes and maintains the library's collection of digital resources



Partnership Development, Communications and Public Relations

- Employs a variety of marketing and promotional tactics to raise awareness of the library and its programs and services
- Builds community support for the library, using a variety of methods
- Develops and encourages strategic partnerships with community organizations
- Ensures that open, transparent and positive internal and external communications are in place
- Cultivates a strong working relationship with municipal staff
- Cultivates a presence and relationship with municipal council

Technology

- Formulates and implements an ongoing technology planning process
- Develops strategies and processes for purchasing technology for the library
- Creates, evaluates and implements policies and procedures for library technology
- Functions as primary administrator for the JASI Integrated Library System (ILS), ensuring that library policies are supported by the ILS and that ILS software upgrades are timely
- Troubleshoots problems with the library's networks to maintain optimal operations for staff and users
- Liaises with Town IT staff and vendors

Qualifications and Experience

- Degree in Library Science or Information Studies or APLL and/or (Advanced) EXCEL certificate or 3 years of progressive management experience.
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Core Competencies

- Ability to lead, manage and adapt to change effectively
- Understanding of the framework for public library service in Ontario
- Strong technical knowledge including:
 - Integrated Library Systems such as Mandarin or JASI
 - Media labs and/or maker space technologies
- Social Media – Twitter, Facebook, blogs / Microsoft Office
- Excellent oral and written communication skills

**Bancroft
Public Library**



Core Competencies continued...

- Proven organizational, analytical and project management skills
- Understands and acts in accordance with the professional values and ethics of library service
- Demonstrated aptitude for creative problem solving
- Active commitment to personal growth and lifelong learning

Supervision

Direct Reports - 4 Part-time staff