



Bancroft Public Library Board operating as North Hastings Public Library is hiring a Chief Executive Officer/Head Librarian

April 24, 2023

Employment Opportunity Closes: Friday, May 19, 2023 at 4:00 p.m..

Application: Email a Cover Letter and Resumé to nhpl.board@gmail.com

The Bancroft Public Library Board operating as North Hastings Public Library inspires life-long learning, connecting creative communities, in safe places, for ALL. We are a stand-alone library system striving tirelessly to offer our extended community of the Town of Bancroft, Township of Faraday and Township of Limerick, the best possible library experience.

The successful candidate will have the exciting opportunity to be involved in the transition of the library to its planned new premises as part of North Hastings Inspiration Place.

The appointee will demonstrate skills in library programming, technology assistance, and excellent customer service, as well as commitment to life-long learning, creative problem-solving and safety, throughout the hiring process.

This a permanent, **part-time** position. The terms of appointment, which may include benefits, will be negotiated with the successful candidate.

Reports to:

Bancroft Public Library Board operating as North Hastings Public Library.

Purpose and Scope:

The Chief Executive Officer/Chief Librarian is accountable to the Bancroft Public Library Board operating as North Hastings Public Library for the acceptable operation of personnel, physical plant, services to the public, as well as the implementation of decisions and directives of the Board.

Under the direction of the North Hastings Public Library Board, the Chief Executive Officer/Head Librarian is responsible for the operational and financial management of the North Hastings Public Library and for advancing the library's strategic direction in a manner that reflects the organization's mission, vision and values.

The Chief Executive Officer/Chief Librarian serves as secretary and advisor to the Library Board and acts as its primary representative to the community, community organizations, media,



municipal administration, other levels of government and professional organizations.

The Chief Executive Officer/Chief Librarian will strive to establish a clear, open, working relationship with the Board, with regular, consistent communication and consultation.

Duties and Responsibilities:

The holder of this position will:

- ❖ Articulate and promote a vision of the library as a cultural and literacy-promoting centre of the community.
- ❖ Provide professional input in relation to the planned new library premises.
- ❖ Foster a strong working relationship with the Board, staff, patrons, and municipal partners.
- ❖ Act as secretary-treasurer, advise and report to the Board.
- ❖ Formulate a plan for meeting the library's goals and objectives.
- ❖ Direct and oversee day-to-day operations of the library including operation and maintenance of facilities and equipment.
- ❖ Keep complete and accurate records.
- ❖ Hire, direct, supervise and evaluate staff.
- ❖ Know local and provincial laws and respond to legislation affecting libraries.
- ❖ Identify and pursue alternate funding sources. *e.g., grants, etc..*
- ❖ Liaise with the relevant staff of the three municipalities about budgetary and other matters, as required.
- ❖ Prepare budgets in conjunction with the Board.
- ❖ Participate in budget presentations.
- ❖ Ensure that the budget is expended as approved by the Board.
- ❖ Create a culture of teamwork and excellent library service.
- ❖ Attend professional meetings and network with peers to keep abreast of issues and challenges facing public libraries in Ontario.
- ❖ Provide vision and guidance to library staff, board members and the community.
- ❖ Demonstrate loyalty and commitment to the organization.
- ❖ Ensure adherence to the Occupational Health and Safety Act and Library policies where applicable.
- ❖ Perform other duties as required.

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.



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Contacts:

The position will have direct contact with:

- ❖ Internal: Library staff, Municipal staff, Board Members and Councils.
- ❖ External: General public and community partners.

Education/Specialized Training/Skills:

This position shall require:

- ❖ Formal library education such as Advanced Public Library Leadership and/or EXCEL; experience managing small public libraries, and/or any other courses applicable to library administration, finance, leadership or facilitation of library operations; or comparable/equivalent training and/or experience.
- ❖ Excellent interpersonal skills and a commitment to creating a team
- ❖ Excellent verbal and written communication skills.
- ❖ Diplomacy and negotiation skills.
- ❖ An understanding of municipal accounting methods and budget preparation.
- ❖ Strong digital and computer skills with current knowledge of library automation systems, technological innovations and social media applications.
- ❖ Excellent management, supervisory and analytical skills.
- ❖ Demonstrated leadership, organizational and problem-solving skills.
- ❖ Excellent communication skills and the ability and enthusiasm are essential to promote the collections and services of the library.
- ❖ Flexibility, a positive attitude, the ability to adapt to an evolving workplace and a commitment to excellent customer service are essential.
- ❖ Compliance with the Employee Code of Conduct.
- ❖ A commitment to self-directed learning.

Work Experience:

- ❖ A minimum of three (3) years' library experience as a Chief Executive Officer (CEO), or in a senior management position; or comparable experience.

❖

Supervisory:

- ❖ The holder of this position is responsible for leading the entire organization, including direct and indirect reporting roles.



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Decision Making:

- ❖ Responsible for making rational, timely decisions when dealing with staff, the public and the physical facility.
- ❖ Provide accurate and timely reports and advice to the Library Board on issues including finance, long term planning, legislation, policy and governance.

Work Environment:

- ❖ Work in an **office-like** environment on a regular basis.
- ❖ Travel to meetings and conferences both within and outside the three Municipalities.

Personal information and any supporting material are collected and administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). We thank all applicants who apply but advise that only those selected for an interview will be contacted. The Bancroft Public Library Board operating as North Hastings Public Library is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please contact the Library Board Chair at nhpl.chair@gmail.com to ensure your accessibility needs are accommodated throughout this process. Applicants will be required to consent to the completion of a criminal reference check and the completion of a driver's abstract, if deemed a requirement of the position.

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