

Employment Opportunity - Hastings Highlands Public Library CEO

The Hastings Highlands Public Library is seeking an experienced, energetic and highly motivated individual to fill the position of Chief Executive Officer (CEO)/Head Librarian.

The Library and Community:

Located in northern Hastings County, Hastings Highlands Public Library is an important community hub proactively encouraging literacy, communication, connectivity and creative thinking through its quality, future-focused library services and requires a committed individual at the helm who appreciates the unique needs of this vibrant rural community steeped in history and the arts. The Library services a regular population of over 4,000 people annually.

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
- Plans and executes programs for adults and teens
- Manages and advocates for programs and outreach services that advance the Library's mission
- Manages, designs and/or implements outreach services and library programs for targeted adult groups, teens and children that offer information, skill development or entertainment
- 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 in order 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..Q!'. APLL or EXCEL certificate or
3 years of progressive management experience.
- Proven skills in all aspects of supervision including team leadership, training, and hiring, evaluating, coaching and motivating staff.
- Demonstrated knowledge and experience in the principles and practices of accounting, budgeting and financial planning.
- 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.

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 JASI
- Media labs and/or maker space technologies
- Social Media - Twitter, Facebook, blogs
- Microsoft Office
- Excellent oral and written communication skills
- 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 - 3 Part-time staff

Compensation:

The CEO position is twenty-six hours per week for a period of six months. The Hastings Highlands Public Library offers a competitive starting salary range based on qualifications and experience.

Applications:

Qualified candidates are invited to submit resumes and covering letters outlining how their skills and experience match the position requirements by Friday, January 19, 2018 to hhplboardchair@gmail.com.

No telephone calls please. Submissions will be reviewed by the selection committee appointed by the Hastings Highlands Public Library Board and qualified candidates will be contacted for the first round of on-site interviews which will take place end of January 2018.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will be used for the purpose of candidate selection only. The Hastings Highlands Public Library Board is an equal opportunity employer.