

Position: Chief Executive Officer

Reports to: Douro-Dummer Public Library Board

Job Summary: Appointed by the Public Library board, the CEO has general supervision over and directions the operations of the Douro-Dummer Public Library and its staff.

## **Duties and Responsibilities**

### **Library Services**

- Responsible for selecting all library materials so that the collection remains relevant to the needs of the patrons
- Responsible for acquiring library materials
- Organizes physical collection and collection records to facilitate access
- Maintains collection such that it remains current to the needs of the patrons
- Maintain service/circulation desk operations as required (including check-ins; check-outs; reserves; new patron registration; payment of fines; handling calling patrons with overdue materials or reserves)
- Responsible for the procurement, management and statistical reporting of all online e-resources and databases
- Responsible for all library website updates and social media management
- Responsible for the coordination of programming and special events for the library with the support of the library board, community members and volunteers
- Acts as a public relations representative with community groups and pursues partnerships with other agencies for delivery of specific services to the community

### **Board and financial responsibilities**

- Attends all Board meetings; is the secretary of the board and recording secretary as needed,
- Prepares monthly program and statistical report for the Board
- Prepares and submits details for the Annual Survey of Public Libraries, as required by provincial Ministry responsible for public libraries
- Reviews policy, recommends changes, and may draft policy for Board approval
- Participates in long-term strategic planning in conjunction with the Board
- Assists the Library Board with the preparation of the annual Library budget and ensures accurate monitoring of related expenditures
- Tracks revenues and expenses for submission to the Municipal Treasurer (who is also the Board-appointed Treasurer for the Library) in an accurate and timely manner
- Works with Board to make application for special grants; writes briefs and details of “end of grant” reports

### **General administrative responsibilities**

- Has responsibility for administering and running the library within the framework of the policies of the board, established procedures and the approved budget
- Responsible for procurement, researching best prices/quality, tracking supplies, furnishings and equipment
- Oversees information and communication technologies of the library, working with IT support as necessary
- Ensures that accurate records, statistics forms, and files are kept and recorded
- Ensures that the building and adjacent grounds are kept in a clean and tidy condition

**Human Resources**

- Participates in the hiring, supervision and evaluation of all staff and volunteers.
- Acts as a liaison between the staff and board, handling any issues and keeping the Board/staff/volunteers informed
- Prepares work schedules, noting vacation schedules, ensuring that there is coverage for all duties in event of absence or vacation
- Oversees the human resources function of the library, including the maintenance of HR files for any employees and recommendations for training and development

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all the work requirements that may be inherent in this classification.

**Supervision:** This position requires the incumbent to supervise or direct the work of Library Assistant, volunteers, any part time staff, interns, summer students or other placements.

**Contacts:**

**Internal:** With the Chief Administrative Officer, Clerk, Treasurer, Library Board Members and co-workers for the purpose of obtaining and sharing information to complete work assignments.

**External:**

With other libraries and provincial agencies to provide and obtain information and resources.

With the general public to provide information, ensuring polite and tactful relations.

Working Conditions: Exposure to normal office environment with interruptions. Meetings, as required, including travelling to meetings and conferences

**Job Knowledge**

- Library qualifications such as an EXCEL Certificate, or willingness to work toward such a certificate, if not currently in possession
- One year related experience in library services
- Must possess a Class "G" drivers license
- Good organizational, communication and time management skills.
- Proven ability to deal with the public
- High degree of computer skills and knowledge, preferably with Jazi Software or its equivalent
- Knowledge of Provincial/Municipal legislation pertaining to libraries

Signed by:

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Employee

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Chair, Douro-Dummer Public Library Board