

ENGLEHART PUBLIC LIBRARY 2022

JOB DESCRIPTION FOR THE POSITION OF CHIEF EXECUTIVE OFFICER/LIBRARIAN

ENGLEHART PUBLIC LIBRARY



Job Summary

Position overview

Type: Part time/ permanent

Wage: \$23/ hour

Hours of work: 22/ week

Application deadline November 12, 2022.

Summary

Reporting to the Englehart Public Library Board and under authority of the Public Library Act (PLA), the CEO is responsible for the operational and financial management of the library and for advancing the Library's strategic direction in a manner that reflects the organization's mission, vision and values.

The CEO serves as the Secretary/Treasurer and advisor to the Board and as its primary representative to the citizens of the town of Englehart as well as the contracting townships of Chamberlain and Eanturel as well as community organizations, media, municipal administration and other levels of government.

The goals of the Englehart Public Library Board are:

To provide the best possible library service to all residents of the community of Englehart and area in the most cost-efficient and cost-effective manner possible with maximum use being made of the collection by the greatest number of residents.

To develop a library collection that will appeal to the greatest possible sectors of the community.

To ensure that library materials, information and programs are available to all individuals in the community through maximum cooperation with provincial and national organizations.

KEY DUTIES

General

- Reports to Englehart Public Library Board
- Oversees the planning, development, implementation, operation and evaluation of the IT infrastructure

- Ensures maintenance and ongoing upgrades of all automated systems. server administration, Library fb page, photocopiers, public computer workstations and database applications.
- Ensures that staff receive on-site or telephone support to resolve hardware, software and network issues.
- Provides support for the delivery of computer and e-based services to the public.
- Applies for grants to enhance and support needs of the library in the community and area
- Applies for student and summer job positions through Young Canada Works and Canada Summer Jobs
- Is responsible for the security and maintenance of the Library building
- Make all decisions in the best interest of the Englehart Public Library
- Planning, promoting, preparing and presenting programs/workshops/group visits in the library and/or in the community
- Organizing displays in the library or in the community to promote library service
- Promoting library services to and liaising with schools, community groups and other organizations
- Develops and maintains library collections
- Reports to the Board regarding policies, procedures and training
- Serves as the point of contact with the Municipality of the Town of Englehart
- Prepares budgets, reports and statistics required by the board
- Other library related supervisory and management duties as assigned

Human Resources

- Supervises junior staff
- Interviews new employees
- Recommends the hire of applicants to the personnel committee
- Recommends retention of probationary employees
- Conducts performance evaluations of employees
- Where necessary, involved in disciplinary actions
- Is responsible for the maintenance of the schedules for staff
- Assigns work and tasks to employees and follows up to ensure assigned tasks are performed properly
- Grants leave of absence or other time off for employees

WORKING CONDITIONS

- Works 44 hours per two-week period, which includes evening and weekend work.
- Physical demands include carrying pieces of equipment/hardware and boxes of materials, bending, stretching, snow removal, cleaning duties and clerical duties

COMPETENCIES/SKILLS AND ABILITIES

- To deliver library programs to a range of users who may include early childhood, school age, adults, and seniors
- Use tact, discretion, and confidentiality
- Excellent verbal and written communication skills
- Perform multiple tasks concurrently
- Organizational skills
- To establish and maintain effective liaisons and cooperation with agencies, departments, and municipalities
- Exercise effective judgement and independent decision making
- Attention to detail
- Strong interpersonal skills, ability to deal with the public and handle problems as they arise
- Flexibility, ability to adjust priorities
- Strongly committed to quality customer and library service
- Bilingual an asset

QUALIFICATIONS

- High School Diploma, post secondary education will be an asset
- Knowledge and experience with various computer applications
- Will be required to take 10 Excel library management courses in a 5- year period to obtain a Certificate in Managing a Small Public Library

A CRIMINAL/POLICE RECORDS CHECK WILL BE REQUIRED AS YOU WILL BE WORKING WITH CHILDREN, ELDERLY OR DISABLED ADULTS.

We thank all applicants for their interest; however, only those under consideration will be contacted.

Personal information submitted is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the candidate's selection.

The Englehart Library is an Equal Opportunity Employer Accommodations for Candidates with Disabilities are available upon request.