



Township of Georgian Bay Public Library
Chief Executive Officer (CEO)

OVERVIEW

Job Title	CEO
Reporting	Library Board
Position Summary	<p>The Chief Executive Officer (CEO) is accountable to the Library Board for the success of the Township of Georgian Bay Public Library through strategic and operational planning, executing plans, monitoring variance of plans and evaluating effectiveness. The CEO represents the library to its various stakeholders which includes users, the broader community, the media, municipal council and other funders.</p> <p>We are looking for a motivated, experienced leader with a passion for delivering superior library services.</p>
Background - Township of Georgian Bay	<ul style="list-style-type: none"> • Located an hour and a half from Toronto (40 minutes from Barrie), the Township of Georgian Bay is the essence of cottage country. • We benefit greatly from our location along the eastern shore of Georgian Bay, with a multitude of inland lakes, a gateway to the world-famous 30,000 Islands and the access point to Georgian Bay Islands National Park. • Steeped in history, our cultural roots are an important part of our community. • Our seasonal population (cottagers) of 15,958 people complements our modest permanent population of 2,124. <p>• For further information about the Township of Georgian Bay please consult this website: https://www.gbtownship.ca/en/index.aspx</p>
Background - Library	<ul style="list-style-type: none"> • There are 3 Library branches in the Township – Honey Harbour, Port Severn and MacTier. • All 3 communities contain populations with varied interests and age trends vary among these communities which we expect will change as our population grows. • All three branches offer wireless internet access and a collection of books, movies, magazines, preloaded tablets and audiobooks. • Programs are offered both online and in person (post-COVID).. • You can also obtain Township burn permits, dog licences and parking permits. <p>For further information and a detailed background history of each branch please consult our website: http://gbpl.ca</p>



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RESPONSIBILITIES

ACTIVITY	OVERVIEW
Management	<ul style="list-style-type: none"> • Leads the strategic planning process on behalf of the Board; prepares annual operating plans to ensure an effective library which is responsive to emerging trends (e.g. increasing use of new technology) and community needs. • Monitors the implementation of operating plans and amends the plans when necessary. • Develops implementation plans for new projects. • Anticipates community needs for library services in a changing environment (e.g. seasonal demographics, technology). • Serves as Secretary-Treasurer to the Board; arranges Board and Committee meetings, prepares agendas, keeps minutes and official records.
Budget Fiscal	<ul style="list-style-type: none"> • Prepares and administers the annual operating and capital budgets of the Library and provides the Board with financial statements and other reports as requested in coordination with the Township. • Monitors the budget and amends it when necessary. • Researches additional sources of funding especially for capital projects. • Liaises with the Township of Georgian Bay, Director of Finance and the CAO regarding the budget presentation, final budget approval and the operating budget.
Operations	<ul style="list-style-type: none"> • Oversees the operation and maintenance of all of the Library’s physical facilities and capital equipment. • Develops standards and performance measurements and regularly reviews programs and services to ensure that they continue to meet demonstrated needs and are provided in the most cost-effective manner.
Human Resources	<ul style="list-style-type: none"> • Provides overall leadership and supervision of staff and volunteers including planning, scheduling, distribution and follow-up, staff coaching and mentoring. • Administration including recruitment and performance reviews. • Acts as a liaison between the Staff and the Board. • Personally complies with all health and safety practices as it relates to the work, standard operating guidelines and the Occupational Health and Safety Act.
Communications & Community	<ul style="list-style-type: none"> • Develops and strengthens the library’s relationship with the Township of Georgian Bay Council and Staff, the community, the media, other libraries; government ministries and agencies, professional organizations and potential funders. • Participates as a member of the Township’s Senior Management team. • Coordinates Library programs with area educational, recreational and work programs, and with outside organizations such as schools, historical societies and other community-based groups.



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<p>Qualifications</p>	<ul style="list-style-type: none"> • Master’s degree in Library and Information Science from an accredited University preferred. • Library Management experience is desired as well as experience in a multi-branch library system. • A passion and dedication for libraries fulfilling the role as a community hub. • Experience in strategic and operational planning, administrative, human resources, program and budget responsibilities. • The ability to work independently but also as an effective team member. • The ability to be a team leader and to establish and maintain effective working relationships with the Township, Honey Harbour School, staff, patrons and the public, giving high priority to patron satisfaction. • Excellent oral and written communications skills and comfort in representing the library in a range of forums demonstrating diplomacy and negotiation skills. • Demonstrated knowledge of technology, computers and online tools. • An affinity for a rural setting and a willingness to potentially relocate.
<p>Conditions</p>	<ul style="list-style-type: none"> • Branch office with some remote work. • Full-time / Permanent • Some seasonal shift work including evenings and weekends. • The Georgian Bay Public Library is an equal opportunity employer.
<p>Compensation</p>	<ul style="list-style-type: none"> • The salary range is between \$68K - \$80K. • Full health benefits, pension and travel allowance after a probationary period. • Salary will be commensurate with experience and qualifications.

APPLICATION PROCEDURE

<p>Requirements</p>	<ul style="list-style-type: none"> • To apply for this position, please prepare an introductory letter and a results-oriented resume. • Your letter should address your interest in Georgian Bay and the contribution you feel you could make to the community. • Your resume should outline your education, previous positions, achievements and your contact information. • Please direct any questions you have regarding the position prior to the submission date to: chair@gbpl.ca • Interest in the position is sincerely appreciated, however only those applicants to be interviewed will be contacted.
<p>Timing</p>	<ul style="list-style-type: none"> • Please submit your credentials via EMAIL no later than Thursday DECEMBER 2, 2021 at 5pm to chair@gbpl.ca. • Interviews will be conducted by ZOOM by the Library Board of Directors Selection Committee. • Expected start date is January 1, 2022.