



Department: Library	Division: Library Services
Effective Date:	Revision Date: January 1, 2025
Approved By: C.A.O	Wage Range: \$66.40 - \$77.68
Hours of Work: 35 Hrs	Value Group: 10

JOB TITLE:

Director, Library Services – Chief Executive Officer (CEO)

REPORTS TO:

Wasaga Beach Public Library Board

SUBORDINATE POSITIONS:

4-6 full-time employees, 15-20 part-time employees

JOB PURPOSE:

The Director, Library Services (CEO) is responsible for providing the organizational vision and leadership required for the development and management of excellent public library service in accordance with the Public Libraries Act and the policies and objectives approved by the Wasaga Beach Public Library Board (WBPL). The CEO implements the Library Board’s Strategic Plan as approved. The CEO manages and supervises all library operations and services to ensure the maximum utilization in all areas including: financial planning and budgeting; human resources; and planning for current and future library services within the community.

TASKS:

% of Time
30%

1. Human Resources – The CEO:

- Oversees all aspects of staffing requirements including hiring, resolution of staff conflicts, dismissal, and performance evaluations;
- Supervises all staff and volunteers generally and directly manages the Coordinators of Library Services and Programs;
- Develops, implements and maintains a succession plan for key positions in the library;
- Liaises with the Town of Wasaga Beach Human Resources Department and Town of Wasaga Beach Pay Equity Committee to evaluate and adjust job descriptions as required;

- Reports on a regular basis to the Board staffing forecasts and requirements that will best position the library to meet the needs of the community. This includes developing key positions; modifying existing positions and providing a cost break down of future staffing requirements;
- Organizes regular staff meetings and manage all staff issues;
- Maintains confidential employee files documenting records of employment, performance evaluations, conflict issues, and employee training;
- Ensures health and safety requirements are met within the library building;
- Delegates decision-making authority and task allocation appropriately to maximize the effectiveness of organizational and individual efforts;
- Creates and leads an organizational structure that enables a culture of teamwork and exemplary service;
- Leads and empowers employees to deliver effective, high-quality library service.

2. Community Development – The CEO: 30%

- Develops and strengthens the library’s relationship with the Town of Wasaga Beach, the community, the media, other libraries, government ministries, and stakeholders;
- Represents the library to its various stakeholders which includes; Wasaga Beach Town Council, Friends of the Library, service partners, and community groups and organizations;
- Positions the library as a valued community service that contributes to municipal priorities and community well-being;
- Supports the work of the municipality and offers the library’s help as partners where appropriate.

3. Strategic Planning and Policy Development – The CEO: 20%

- Works directly with the Board on strategic planning and evaluation—guides the development, implementation, and monitoring of the Strategic Plan;
- Provides advice and direction to ensure the library is aligned with, and is supportive of, the strategic directions of the Town of Wasaga Beach;
- Provides advice and direction to ensure Strategic Plan objectives are following emerging trends and influences and meeting the needs of the community;
- Leads staff with clear direction and effective communications to develop and implement programs and services, which align with the Strategic Plan;
- Develops and reviews library policies that best reflect the needs of the community and work within the WBPL Strategic Plan for Board approval and adoption;
- Maintains awareness of current policies and legislative initiatives that may impact library services and administration;
- Resolves day-to-day operational issues that conflict with policy.

4. Budgets, Funding Development and Procurement – The CEO: 15%

- Monitors and adjusts budget actions and decisions in conjunction with Board. Prepares and presents monthly financial reports on budget activity;
- Provides recommendations and direction to the Board regarding short and long-term

- financial planning;
- Provides recommendations and direction to the Board on annual operating and capital budget requirements;
- Manages and directs the WBPL operating budget;
- Liaises with Town of Wasaga Beach CAO, Treasurer and Budget Analyst to develop an annual operating and capital budget;
- Prepares and presents staff reports on budget requirements to Town of Wasaga Beach Council as required;
- Prepares staff reports on library budget highlights and annual key initiatives and presents to Council;
- Receives and approves all invoices for services and purchases;
- Implements decisions on expenditures within the approved budget. Proposes revisions to approved budget as required;
- Authorizes the procurement, maintenance and replacement of all library collection resources, technology, administrative and facility supplies and capital improvement projects;
- Maintains the library inventory, ensuring materials meet the needs of the community within the approved budget;
- Researches various sources for additional funding (i.e. federal and provincial government agencies), local businesses, and community groups;
- Leads staff to pursue multiple sources of funding;
- Cultivates and sustains a working relationship with The Friends of the Library volunteer group.

5. Library Board Development/Administration – The CEO:

5%

- Advises and ensures the WBPL Board complies with legislative requirements of the Public Libraries Act and other relevant provincial legislations (Ontario Human Rights Code, etc.);
- Acts as liaison between library staff, board members and Town of Wasaga Beach departments;
- Ensures complete and accurate records are kept regarding personnel, financial, inventory, annual statistics and library membership. Ensures records are protected in compliance with privacy legislation;
- Cultivates a healthy, mutually empowering relationship with the WBPL Board providing the required information and direction for effective decision making;
- Facilitates WBPL Board effectiveness through orientation, education, and information sharing;
- Participates as ex-officio on WBPL Board committees as required.
- Works with the Board Chair, prepares and distributes monthly Board meeting agenda packages;
- Communicates and implements Board decisions with staff, Town of Wasaga Beach departments and the community as required.

QUALIFICATIONS / EDUCATION:

- Masters in Library and Information Science or equivalent from an accredited program.
- Experience with strategic planning and effective administrative, financial and human resources management;
- Experience working directly with a volunteer board and public officials;
- Knowledge of the governance of public libraries and legislation in Ontario and the roles and responsibilities of municipalities, library boards, and provincial ministries;
- Understanding of the roles and responsibilities of a library board, the CEO, staff, Town Council and Town Departments;
- Strong interpersonal skills and the ability to provide leadership in a changing environment;
- Strong problem solving, communication, organizational and digital literacy skills;
- Ability to provide an appropriate criminal records check – vulnerable sector and drivers' abstract and valid Ontario drivers' license.

PROFESSIONAL DESIGNATION:

N/A

EXPERIENCE:

A minimum five (5) years of library experience with at least two (2) years in an administrative leadership role.

ACKNOWLEDGEMENT OF RECEIPT:

Please print and sign name.

Employee

Date

HR/Manager

Date

Department Head

Date