



Chief Librarian Job Description

June 2015

SUMMARY

Reporting to the Library Board, the Chief Librarian provides vision and leadership to the Library, and plans, organizes and directs all areas of its operations to effectively achieve the Library's mission, vision and values. The Chief Librarian oversees the strategic planning, policy and financial frameworks as established by the Board.

The Chief Librarian ensures that all library functions are carried out in accordance with established policies; makes recommendations and presents reports to the Board; manages staff; sets standards for collection development and programming; and promotes and represents the Library in the community, regionally, provincially, nationally and to other appropriate organizations.

PRIMARY RESPONSIBILITIES

1. Board of Directors

Is the chief advisor to the Board and its committees. Advises the Board on all management and development concerns of the library, including requirements under the Library Act. Advises the Board in development of a strategic plan and recommends policies consistent with these goals. Implements and interprets Board recommendations, objectives and policies.

Oversees the secretarial duties of the Board. Reviews all reports, studies and other documents prepared for the Board and its committees, and attends all Board and committee meetings. Prepares Board meeting agendas, ensures distribution of minutes in accordance with Board policy and maintains Board files and records.

Educates, informs and orients the Board. Keeps the Board fully informed of all areas of library services and activities including current and pending legislation affecting public libraries to ensure that Board concerns are addressed, and that Board members have the necessary information and support to exercise their governance responsibilities.

Acts as a liaison between staff and the Board. Ensures communication to help build respect and understanding.

2. Administration

Establishes an organizational structure and oversees the deployment of resources to meet the Library's goals and objectives for service to the community. Evaluates Library organization and resource allocation and modifies as conditions warrant. Manages the Library to ensure efficiency of operation and continuous improvement.

Manages the Library facility in collaboration with the City Building Department to ensure effective maintenance, security and use of the building. Recommends opportunities for improvement or growth in alignment with strategic objectives.

Advocates for the Library with City Council and Regional District Directors through annual presentations, invitations to Library-hosted events and collaboration on programs and services where feasible.

3. Finance

Directs the financial administration of the Library to ensure cost-effectiveness of services and operations. Seeks opportunities to apply for grant funding to supplement and build on existing resources.

Prepares the annual budget to meet yearly objectives and presents it for Board approval. Works with City Chief Financial Officer to ensure Library budget is in alignment with City's goals and expectations. Administers budget and provides quarterly reports to the Board.

Serves as a signing officer for the Board.

4. Human Resources

Ensures effective use of Library employees through effective hiring, assignment of duties, discipline and dismissal within the framework of City Human Resources Department procedures and the Collective Agreement.

Selects, trains and evaluates staff, and encourages and oversees their professional development. Provides guidance and direction, including encouragement for professional development, to all staff. Promotes the establishment of good working conditions and relationships and fosters a workplace culture that motivates staff to accomplish organizational objectives.

Working in collaboration with City Human Resources Department, oversees labour relations; facilitates negotiations with bargaining unit; conducts Labour Management meetings as required; hears, evaluates and oversees grievances as required by the Collective Agreement.

5. Programs and Services

Oversees planning, organization and evaluation of Library programs and services to ensure they align with strategic objectives, fall within allocated resources and achieve most effective and efficient operation of the Library.

Oversees collection development to ensure alignment with strategic plan goals, as well as proper maintenance and organization.

Ensures a high quality of community programming is provided based on assessed community needs. Acts as a liaison with other community organizations. Takes advantage of community activities, public speaking engagements and opportunities for community outreach. Responds to member concerns and suggestions.

Ensures a high-profile, ongoing public relations program to build the Library's profile and keep the community informed of the evolving role of the Library and its importance to a healthy community.

6. External and Partnerships

Maintains contact and participates in collaborative initiatives with the community of libraries through involvement in the Kootenay Library Federation, the BC Library Cooperative and the BC Library Association. Acts as liaison with the Ministry Library Branch staff.

Liaises with the Friends of the Library and provides support and direction as required.

Seeks opportunities to partner with other community organizations to provide most effective and efficient services to community members.

7. Other

Willingness to work outside of normal working hours.

Ability to travel out of town for meetings or as required.

Ability to perform other related work as required.

QUALIFICATIONS AND EXPERIENCE

- Masters Degree in Library and Information Science from an accredited Library school.
- A minimum of five years of related experience in a public library, including experience working with a Board of Trustees.
- Knowledge of BC library Act, operation of a municipal library and experience working with a Board.
- Valid BC driver's license.

SKILLS

- Proven experience managing a successful client-driven service organization. Fundamental interest and passionate belief in the value and importance of libraries to society and citizens. Ability to develop a vision for libraries of the future, and engage and work with community to implement the vision.
- Proven track record in leading an organization in times of change. Demonstrated experience with and understanding of successful change management practices.
- Demonstrated ability to work creatively and flexibly; leadership and management skills and achievements. Demonstrated involvement in professional associations and activities.
- Excellent interpersonal and team building skills. Ability to establish and maintain effective working relationships with staff and community partners. Track record of successful labour relations, collective bargaining and staff management techniques.
- Ability to work effectively with City management team, to formulate policy and to plan, prepare and administer budgets.
- Excellent written, verbal and presentation communication skills. Facility with and thorough knowledge of computers and automated library systems.