



JOB POSTING CEO & CHIEF LIBRARIAN

The Grimsby Public Library Board is in search of a Chief Executive Officer (CEO) & Chief Librarian to play a significant role in shaping and leading the future of library services in Grimsby. Grimsby features a welcoming open-concept one-branch library, that is housed within a shared facility with the Grimsby Public Art Gallery. Originally built in 2004, the GPL is a vibrant community and cultural hub, offering a comprehensive schedule of programs for all ages. Grimsby is a growing town in the Niagara Region with a population of approximately 28 000. It offers a convenient location with easy access to the GTHA and all that the Niagara Region has to offer. The library itself is nestled between Lake Ontario and the escarpment, offering plenty of opportunities to enjoy nature while also allowing for easy access to the QEW.

The ideal candidate will demonstrate a proven track record of strategic leadership and financial accountability as well as a passion for creative thinking and innovative program delivery.

Position Summary

Reporting to the Library Board, the CEO and Chief Librarian is responsible for the operational and financial management of the Grimsby Public Library and for advancing the library's strategic plan. The CEO & Chief Librarian serves as Secretary-Treasurer and advisor to the Library Board. This individual promotes the library's vision, mission, and values to the community and is the primary representative of the library to community partners, the municipality, and other professional organizations. The CEO & Chief Librarian will lead and manage the library team and collaborate with various stakeholders and community groups. The CEO/Chief Librarian works closely with the Town of Grimsby and is a member of the Town's Corporate Leadership Team.

Duties and Responsibilities

The following duties and responsibilities give a general outline of the nature and scope of work associated with the position. A full job description can be provided to interested candidates on request.

- Ensures the library is operated in accordance with relevant legislation and best practices
- Develops policies and procedures to guide efficient and effective library operations
- Facilitates Board effectiveness through orientation, education, and succession planning
- Provides visionary leadership to respond to the changing needs of library patrons, staff, and the community
- Promotes a culture of teamwork and exemplary service
- Oversees all human resource functions within the library and engages in planning to ensure library staff has the capacity to meet current and future HR demands



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- Leads the strategic planning process to create realistic and forward-thinking goals for the library
- Ensures the library's ongoing implementation of the strategic plan and reports on the progress towards successful fulfillment to the board
- Demonstrates a track record of success implementing projects
- Manages the efficiency and effectiveness of all library services and connects the work of all service areas
- Ensures staff are using marketing tools (e.g. social media) effectively to promote the programs and services of the library
- Builds community support for the library and encourages strategic partnerships within the community
- Functions as the primary administrator of the Integrated Library System and networks with other librarians within Niagara's LiNC system
- Focuses on customer-centered service and programming

Qualifications and Experience

- Master's Degree in Library and Information Science from an ALA accredited organization
- Seven years of library experience with 4 years of progressive management experience within a library, complex service organization, or another public sector organization
- Demonstrated knowledge and experience in the principles and practices of accounting, budgeting, and financial planning
- Knowledge of emerging library trends, new technology, and advancements in public libraries
- Proven history of partnering with community organizations in the provision of programs and services
- Understanding of the framework for public library service in Ontario
- Experience with strategic planning and feasibility study implementation would be beneficial

Skills

- Demonstrates strong leadership skills and a track record of success in developing and fostering organizational effectiveness, positive staff morale, and communication with all stakeholders with respect and trust
- Cultivates strong interpersonal relationships in the role of ambassador and advocate of the library
- Demonstrates successful organizational, analytical, and project management skills
- Strong financial planning, budgeting, forecasting, and reporting skills
- Ability to organize and manage multiple priorities, and an aptitude for creative problem-solving



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- Strong commitment to equity, diversity, and inclusion
- Possesses excellent oral and written communication skills
- Committed to personal growth and lifelong learning
- Handles sensitive issues in a confidential, timely, and respectful manner

The position offers a salary range of \$115,024 - \$139,944 (2024) based on a 35-hour work week and includes a competitive benefit package.

The successful candidate will provide a satisfactory Vulnerable Sector Screen and will understand that they will be required to work evenings and weekends when necessary for various library functions.

Apply with a cover letter and detailed resume to: boardchair@grimsbylibrary.ca
By Monday, November 11, 2024 at 5:00 PM

The Grimsby Public Library is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please advise the Library to ensure your accessibility needs are accommodated throughout the process.

We thank all applicants for their interest; however, only those being considered for an interview will be contacted.