

**Champlain Township Public Library  
Bibliothèque publique du canton de Champlain**

<b>Job Title</b>	<b>Head Librarian / Chief Executive Officer</b>
<b>Reports to:</b>	<b>Champlain Township Public Library Board</b>

**Job Summary**

Reporting to the Champlain Township Public Library Board, the Head Librarian/CEO plans, directs and coordinates the operation of Champlain Township Public Library. The Head Librarian/CEO assumes responsibility for carrying out all policy directions from the Board by supervising the operations, services and staff of the Library, recommending policy and operational changes, recommending and overseeing budget allocations, selecting library materials and promoting library services to the public. The Head Librarian/CEO also serves as Secretary-Treasurer and advisor to the Champlain Township Public Library Board and as primary representative to the community, media, municipal administration and other levels of government and professional organizations.

**Duties and Responsibilities**

**Overview:** The following duties and responsibilities indicate the general nature and scope of work associated with the position. This document is designed to highlight a comprehensive list of activities, duties and responsibilities required in the role of Head Librarian/CEO. However, this role is varied and additional duties are often required

**Administration and Board Support**

- Ensures that the library is operated in accordance with its mission, vision and value and its accreditation policies.
- Develops policies and procedures to guide efficient and effective library operations.
- Structures and supports the Board's work.
- Facilitates Board effectiveness through orientation, education and succession planning.
- Prepares and reports measures of performance and progress to the Board and to the appropriate Provincial Ministry as required.

As Secretary:

- prepares agenda in consultation with Chair of the Board
- records and distribute minutes and maintain Board records
- prepares list of bills to be paid each month.
- Sets up monthly Board meetings, notifies Board members and sends each member monthly documents
- Brings all correspondence to monthly Board meetings
- Prepares regular monthly Head Librarian's Report including monthly circulation, library activities and any problems with operations, physical plant, staff or patrons
- Prepares contract(s) for neighbouring Township(s) who use Champlain Library's services.
- In conjunction with the Library Board, advertise and interview potential Board members as needed
- Maintain relevant office files.

As Head Librarian:

- Develop and maintain all routines and procedures necessary to ensure the effective operation of the library.
- Responsible for adult and children's services and programs.
- Responsible for employment and employee procedures, training and human resources.
- Purchase all library materials including French and English books, periodicals, large print material, audio books, DVDs and music CDs. Purchase furniture, computer equipment, stationery supplies and other library consumables.
- Perform and submit the annual survey.
- Supervise the physical plant of the library to ensure safety, efficiency and usefulness of the building.
- Maintain competency with current information technologies as appropriate to small libraries.
- Perform basic equipment maintenance on computers and resolve routine hardware and software problems. Contact appropriate support personnel as needed.
- Authorize donations.
- Supervise the performance of library inventory every 2-3 years.
- Fulfil the requirements for accreditation every 5 years.

<b>Finances</b>
-----------------

- Prepare annual budget and submit to the Board for approval and to the Township CAO. Manage all accounts of the budget throughout the year
- As Treasurer, submit all bills for approval, maintain financial records and report monthly expenditures at regular monthly Board meetings.

- Submit bi-weekly personnel time sheets to the Township Office.
- Submit petty cash deposits and Library Fees Transmittal reports to the Township.

### **Personnel Management**

- Provide leadership and guidance to staff through supervision, staff selection, orientation, training (of both staff and volunteers), staff development, performance appraisal and staff meetings.
- Communicate and interpret Champlain Township Public Library policies, procedures and information to staff.
- In conjunction with the Library Board, recruit library staff following the Hiring Policy.

### **Policy development**

- The CEO is an advisor to the board on policy development and carries the following responsibilities with respect to policy development:
- Recommends the establishment of new policies
- Advises Board on policy development framework and format
- Provides information sources and policy examples
- Establishes procedures for implementing policies
- Interprets policies and procedures to library staff and the public
- Maintains a policy manual for the library and policy manuals for each Board member.
- Reviews existing policies every three years (or as required) and recommends changes as needed

### **Collection Management**

- Establish collection development policies and procedures
- Establish procedures and resources to support the acquisition of library materials.
- Executes the functions associated with tracking the expenditures and accounting for acquisitions.
- Keep the collection rotated, weeded and fresh.

## Community Outreach

- Establish and maintain partnerships with other organizations to encourage community outreach.
- Participate in events and activities to maintain a presence in the community.

## Web site and Social media

- Responsible for the creation and update of the web site.
- One of the individuals responsible for updating the library's Facebook page.

## Other

- Pick up mail at post office, sort and read correspondence.
- Attend: monthly Department Head meetings, monthly Library Board meetings and monthly staff meetings.
- Keep informed of library changes by attending workshops, conferences and keeping in close communication with S.O.L.S.
- Review procedures on a regular basis and update where necessary.
- Order stationery and computer supplies. Order supplies for the TD Summer Reading Program and oversee the activities throughout the summer period.
- Catalogue books and other items as needed.

## Library Clerk

- While working at the circulation desk, the Head Librarian/CEO is responsible for the same duties as outlined in the job description for Library Clerk 2.

## Qualifications

- Bilingual (English, French).
- Preferred Educational requirements: Excel certificate (10 courses required through S.O.L.S.) or a Library and Information Technician diploma.
- Minimum 3 years experience working in a library.
- Experience in supervising employees.

- Excellent oral and written communication skills, including report writing, preparing minutes, policies and procedures.
- Excellent interpersonal, organizational and leadership skills.

### **Working Conditions**

1. Meet deadlines with interruptions by staff and the public.
2. General office working conditions.
3. Position is 20-25 hours per week.