



**FORT
FRANCES
PUBLIC LIBRARY
TECHNOLOGY CENTRE**

**601 REID AVE.
FORT FRANCES, ON.
P9A 0A2**

Position: Chief Executive Officer (CEO)

Classification: Management, Full Time

Reports To: Fort Frances Public Library Board

Pay Grade: Town of Fort Frances, Band #12

\$92,060 – 111,113 (based on qualifications & experience)

Date Prepared: May 2025

Fort Frances Public Library Technology Centre “Inspiring Endless Opportunities”

POSITION SUMMARY:

The Fort Frances Public Library Technology Centre (FFPLTC) is a dynamic community hub committed to providing evolving and superior library services in a safe and welcoming space for all. The Chief Executive Officer (CEO) is responsible for the administration, supervision, and operation of the library, fulfilling the goals, guidelines, and directives of the Library Board. The CEO ensures the library operates in accordance with Board policy, the Public Libraries Act, and other applicable legislation, while fostering a culture of innovation, inclusion, and continuous improvement.

QUALIFICATIONS & SKILL COMPETENCY:

Preference may be given to those who have:

- Master of Library and Information Science (MLIS) Degree from an ALA-accredited institution.
- Library and Information Technician Diploma, or equivalent education and experience will also be considered.
- 3-5 years senior management experience in a public library setting.
- Experience working with or reporting to a governance board, including preparing reports, policy recommendations, and strategic documents.
- Demonstrated experience supervising staff in a unionized environment.
- Significant experience in budgeting and financial planning.
- Excellent oral and written communication skills and the ability to represent the library in diverse forums.
- Demonstrated experience in strategic planning, community engagement, and fostering partnerships with stakeholders.
- Familiarity with operational oversight including facility management, contracts, and vendor relations.
- Experience identifying and pursuing grants or alternative funding opportunities.
- Working knowledge of library applications, software, and technological innovation.
- Experience with change management, developing leadership capacity, and empowering

teams through inclusive and supportive practices.

- Demonstrated ability to work effectively with diverse and resilient populations, including Indigenous and 2SLGBTQIAP+ communities, grounded in principles of diversity, equity, inclusion, and cultural humility.
- Must be able to obtain and maintain a clear Vulnerable Sector Criminal Reference Check.

PRIMARY FUNCTION:

Reporting to the Fort Frances Public Library Board, the CEO is responsible for strategic and operational oversight of the library. This includes financial management, program innovation, personnel leadership and management, policy development, and community engagement. The CEO ensures the library provides accessible, relevant, and high-quality services to the public while complying with all legislative requirements and supporting the library's mission, vision, and strategic direction. The CEO demonstrates respect for the Library Board as the employer and the primary authority on governance matters, and works within a framework of sound governance principles.

AREAS OF RESPONSIBILITY:

Library Board Engagement, Development and Support

- Attends all Board meetings and performs duties as Secretary and Treasurer of the Board, including but not limited to producing and maintaining accurate records of agendas, meetings, minutes, reports, correspondence, financials. Works closely with the Town of Fort Frances Treasurer.
- Facilitates communication between the Board, staff, and the Town of Fort Frances.
- Leads annual capital and operational budget process for Board approval.
- Oversees financial operations including approval of purchases within established limits, preparation of monthly financial reports, and coordination of deposits and disbursements as directed by the Board, in collaboration with staff as appropriate.
- Supports the Board in ensuring compliance in its roles and responsibilities as set out in the Public Libraries Act (R.S.O. 1990) and other legislation governing public libraries.
- Recommends policy to the Board, and executes and monitors the implementation of all policy decisions passed by the Board.
- Regularly seeks out opportunities for grants and additional funding opportunities.
- The CEO ensures that the principles of intellectual freedom are integrated into all organizational policies, procedures, and practices.
- Participates in Board orientation and ongoing development.
- Works with the Board to plan for future innovation opportunities including taking a lead role in the preparation and implementation of the strategic plan.
- Prepares reports, surveys and correspondence as required by ministerial directive or legislation.

Leadership and Management

- Implements, manages, and evaluates all operational practices and activities.
- Ensures a high level of service to the community.
- Oversees the development, coordination, and management of appropriate library collections including special projects and programs.
- Prepares annual reports of library finances and operations for both internal and external distribution; completes surveys; and prepares and directs community surveys.
- Investigates new trends, techniques, materials, equipment, and technology to improve the operations of the library.
- Oversees the maintenance of the library building, grounds, and equipment. Responsible for asset management and contacting Town of Fort Frances staff and/or contractors as required for repair, service, or improvements.
- Manages and oversees all FFPLTC contractor services, except those retained by the Town of Fort Frances.
- Oversees the maintenance, updating, selection, and purchase of the library's hardware and software, including the library's automated system in collaboration with the Town of Fort Frances IT department.
- Addresses and resolves complaints, concerns, and inquiries from both the public and staff, serving as an arbitrator when necessary, and exercises authority to issue notices of no trespassing when warranted.
- Upholds and safeguards the privacy and confidentiality of all library patrons, including their borrowing records and usage habits.
- Develops job descriptions, recommends and administers personnel policies, hires, manages performance and day to day personnel requests, conducts performance evaluations, and, when necessary, terminates staff employed by or on contract with the library.
- Oversees staff scheduling and approves changes of status as well as co-ordinates requests for time off, vacation, and leaves of absence ensuring alignment with operational needs.
- Applies negotiation and conflict resolution skills to resolve employee grievances and workplace disputes, collaborating with union representatives when appropriate.
- Coordinates and/or delivers professional development and training opportunities to support staff growth.
- Ensures a safe and compliant workplace by overseeing all aspects of health and safety in accordance with relevant legislation.
- Fosters a supportive and empowering work environment that encourages innovation and the adoption of best practices.
- Provides support or guidance to patrons in the use of conferencing equipment, assistive technology, and other digital tools when appropriate, particularly in complex situations or when leading by example to ensure accessibility and engagement.

Community Leadership and Strategic Partnerships

- Works regularly with the Friends of the Library ensuring open communication, offering guidance and support, and helping the group be an effective ally to the library.
- Works with Town of Fort Frances management and staff as appropriate.
- Actively collaborates with other librarians, libraries, and professional organizations to maintain relevant memberships, stay informed on sector trends, and pursue shared services, joint programming, and innovative ideas.
- Represents and promotes the library at the local, regional, and provincial levels, including media engagements and public speaking opportunities.
- Serves as a public relations ambassador, fostering strong relationships with external organizations, community partners, and agencies to advance the library's mission and visibility.
- Represents the FFPLTC on advisory committees both regionally and provincially.

WORKING CONDITIONS:

- A typical work week consists of 40 hours. This position requires flexibility, including occasional evening and weekend work, to support library operations, attend meetings, and provide leadership during special programs or events.
- Works in a computerized office and a library environment open to all ages and a variety of interests.
- Working conditions regularly involve a degree of mental stress and physical strain with the possibility of prolonged periods with irregular breaks.
- Fast-paced working environment - high level of social interaction within public building.
- Some elements of personal risk involved in the performance of these duties.