



**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;
\$85,904 - \$103,667 (based on qualifications & experience)

Date Prepared: April 2023

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 is responsible for the administration, supervision, and operation of the library. They fulfill the goals, guidelines, and directives of the Library Board. They ensure the library operates in accordance with Board policy, the Public Libraries Act, and other applicable legislation, while providing a commitment to innovation and improvement.

QUALIFICATIONS & SKILL COMPETENCY:

Preference may be given to those who have:

- Master Library Science degree.
- 3-5 years senior management experience in a public library setting.
- Significant experience in budgeting and financial planning.
- Excellent oral and written communication skills and comfort in representing the library in a wide range of forums.
- Working knowledge of library applications, software, and technological innovation.
- Can demonstrate an ability to work with resilient populations including Indigenous people, 2SLGBTQIAP+ folk, and other cultured individuals.
- Familiarity with change management practices and team empowerment.
- Knowledge or a willingness to learn about Indigenous culture and practices.
- Demonstrated knowledge of diversity, inclusivity and equity best practices.

PRIMARY FUNCTION:

Reporting to the Fort Frances Public Library (FFPL) Board, the Chief Executive Officer is responsible for directing library operations, financial management, and the efficient administration of public library services within the Town of Fort Frances. This responsibility includes the review, analysis, and recommendations of policies, procedures, programs and innovative service delivery practices to meet the needs of our community. This role includes fostering healthy team and community relations. The CEO complies with the requirements of the Public Libraries Act (R.S.O. 1990) as well as advancing the strategic direction in a manner that

aligns with the FFPLTC mission, vision and values. The Library CEO also provides direct management and supervision to team members.

AREAS OF RESPONSIBILITY:

FFPL Board Engagement, Development and Support:

- Respects the Library Board as the employer and the decision-making authority on all governance issues and understands the principles of good governance.
- 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. The CEO will work closely with the Town of Fort Frances Treasurer.
- Facilitates regular flow of communication between the CEO, FFPL Board and the Town of Fort Frances.
- Leads annual capital and operational budget process for Board approval.
- Approves purchases within established spending limits, prepares monthly financial statements, receiving and accounting for all money, depositing money on behalf of the Board and disbursing money as the Board directs.
- 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 attitude 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 contractors as required for repair, service, or improvements.
- Manages and oversees all FFPLTC contractor services.

- Oversees the maintenance, updating, selection, and purchase of the library's hardware and software, including the library's automated system.
- Responds to complaints, concerns and queries raised by the public or the staff and acts as an arbitrator on such matters, having the authority to issue notices of no trespassing.
- Obligated to protect the privacy of library patrons; including borrowing habits.
- Develops job descriptions, recommends and administers personnel policies, hires, manages performance and day to day personnel requests, conducts performance evaluations, and terminates staff employed by or on contract with the library.
- Establishes work schedules, approves changes of status, co-ordinates requests for time off, vacation, and leaves of absence.
- Uses mediation or negotiation skills to resolve employee grievances/ disputes.
- Provides and/or coordinates staff training opportunities for professional growth.
- Oversees health and safety of personnel in the workplace in compliance with laws and legislation.
- Motivates and empowers staff to provide innovative and leading best practice services.
- Assists patrons in utilizing conferencing equipment and assistive technology.

Community Leadership and Strategic Partnership:

- Works regularly with the Friends of the Library and prepares reports and documents as required by a Registered Charity
- Works with Mayor, Council, and municipal staff of the Town of Fort Frances as needed.
- Confers with other librarians and library organizations, maintains appropriate memberships and networking opportunities, and accesses opportunities for shared services and materials, joint programs and new programs ideas.
- Represents, speaks and promotes on behalf of the library at the local and/or provincial level including media.
- As a public relations ambassador, the CEO confers regularly with outside groups and agencies, promoting library services and activities, building positive relationships and developing partnerships.
- Representative of the FFPLTC on advisory committees both regionally and provincially.

WORKING CONDITIONS:

- A typical work week consists of 40 hours. This position does however require flexibility, including weekend and evening work, to ensure programming and staffing requirements are met.
- 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.