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| <b>Job title</b>  | <i>Chief Librarian</i>                                      | <i>March 6, 2018</i> |
| <b>Reports to</b> | <i>Sechelt Public Library Association Board of Trustees</i> |                      |

### Position Summary

Reporting to the Library Board, the Chief Librarian is responsible for the operational and financial management of the Sechelt Public Library Association and for advancing the Library's strategic direction in a manner that reflects the organization's mission, vision and values.

### Specific Responsibilities

#### Administration

- Ensures that the library is operated in accordance to relevant legislation and memorandum of understanding agreements
- Assists the Board in development of Library policies and is secretary to the board.
- Regularly reports measures of performance and progress to the Board and Ministry of Education as required

#### Leadership

- Provides vision and guidance to the library Board, staff and community
- Leads and empowers employees to deliver effective, high-quality service
- Applies change management strategies to assure effective implementation of change and acceptance by all stakeholders

#### Annual and Long-term Planning

- Ensures that the library and its services evolve as needed to meet the changing needs of the community
- Designs and implements an operation plan and work plan based on the library's strategic plan
- Regularly seeks community input to determine needs of the community

#### Personnel Management

- Supports an organizational structure that enables a culture of teamwork and exemplary service
- Participates and oversees the negotiation of the staff collective agreement with CUPE
- Develops job descriptions, recruits, selects, hires, supervises, disciplines, evaluates and terminates library staff in accordance to the terms outlined in the CUPE Collective Agreement

#### Financial Management

- Develops the annual library budget in alignment with the library's strategic plan
- Establishes strategic financial management processes
- Participates in and oversees the negotiation of the Funding Memorandum of Understanding with local government funders to ensure consistent, fair and equitable funding
- Provides monthly financial statements for the board's review
- Oversees preparation of financial records, is responsible for financial administration and liaises with accountant to ensure annual financial review is completed
- Prepares all required financial reports for Federal, Provincial and Local governments

### **Facility Management**

- Ensures that the negotiation of the Municipal Hall/Library Building Memorandum of Understanding provides fair access and resources to keep the library safe, clean and efficient
- Oversees the care and maintenance of the library facility
- Leads and participates in planning of future renovation
- Ensures that regular safety training occurs for staff and safety plans are reviewed regularly

### **Public Services**

- Applies and models customer service skills to enhance user satisfaction
- Affirms a welcoming and user-friendly physical environment that encourages all community members to use library services
- Applies effective techniques in addressing public concerns or complaints

### **Collection Development**

- Establishes collection development policies and procedures
- Ensures that the processes by which library materials are selected, ordered and received are efficient, cost-effective and are available to the public as quickly as possible
- Oversees the processes by which library materials are ordered, received and paid
- Supervises ongoing deselection of the collection as outlined in Collection Development Plan

### **Technology Management**

- Oversees an ongoing technology planning process for all ages
- Develops strategies and processes for purchasing technology for the library
- Creates, evaluates and implements policies and procedures for library technology

### **Partnership Development, Communications and Public Relations**

- Employs a variety of marketing and promotional strategies to raise awareness of the library and its programs and services
- Liaises with local and provincial public library institutions in order to keep current with library initiatives
- Establishes and maintains effective working relationships with governmental agencies, civic and community groups, the Friends of the Library and the public

### **Qualifications**

- Master's degree from an ALA accredited program or equivalent.
- Three to five years of progressively more responsible experience in a leadership role preferably in public libraries.
- Proven skills in all aspects of supervision including team leadership, training, hiring, evaluation, coaching and motivating staff
- Demonstrated knowledge and experience in the principles and practices of budgeting and financial planning
- Demonstrated understanding of emerging trends, new technologies and advancements in public libraries and customer centred service
- Proven history of partnering with community organizations in the provision of programs and services