

Lanark Highlands Public Library CEO Job Description
March 2019

Lanark Highlands Public Library CEO Job Description

Purpose of Position

Reporting to the Board of the Lanark Highlands Public Library, the CEO or delegate is responsible for the overall management and supervision of all library operations and services in accordance with Board policies.

Major Responsibilities

Manages and supervises all library operations and services in accordance with Board policies and the Public Libraries Act to ensure the maximum utilization of all financial, material, human, physical and information resources.

Develops, recommends and implements the library's strategic plan in accordance with standards for service plan development.

Leads and directs research into and applications for library related grants.

Consults on an ongoing basis with the treasurer on matters pertaining to the financial management of the library, including grants and works with the treasurer to seek new and innovative sources of revenue.

Responsible for the library's automated system (Insignia) and ongoing input of data.

Develops, recommends and implements collection development policies to maximize the utility and effectiveness of the library's holdings to best meet the community's needs within budget limitations; manages the maintenance of the library's holdings.

Provides leadership to staff to motivate them to achieve the library's goals and objectives and to excel in the performance of their duties and responsibilities; recommends hiring; recommends salary; assigns work, sets expectations; assesses performance; resolves problems; recommends discipline and termination, if necessary.

Responsible for the issuance of income tax receipts for donations, book adoptions or in-memoriams.

Maintains a current awareness of information technology (IT) as it relates to library services and library operations; consults with IT specialists as required; recommends enhanced services to the Board and seeks partners to support enhanced services; ensures that the library information is secure.

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Continually assesses the effectiveness and efficiency of the library's operations, policies, procedures, services and programs and provides the Board with the information and recommendations on library services and current issues of importance to the library community.

Maintains a current awareness of library issues; represents the library and the Board to the community, other libraries, schools, professional organizations and government agencies and reports to the Board on information obtained from these contacts with recommendations as appropriate.

Maintains excellent public relations, ensures excellent customer service, resolves patron complaints and reports significant matters to the Board; writes promotional material, press releases and interacts with the media.

Manages the Interlibrary Loan Service.

Manages the rotations of the DVD pool.

In accordance with the library's volunteer policy, co-ordinates the selection, training and assignment of work to volunteers.

Distributes agendas, prepares correspondence, researches information and prepares reports as required to the Board.

Ensures the security of the building and ensures that the staff are trained in maintaining building security and setting of alarms.

Ensures compliance with Occupational Health and safety Regulations and ensures that the staff are appropriately trained in safety matters.