



Chief Librarian/Chief Executive Officer (CEO) Job Posting 22-14

Permanent Full Time

About Us:

The Essex County Library is your portal to a world of discovery, creativity and lifelong learning through accessible resources, programs and innovative services.

The library has about 70 employees and 14 branches located across Essex County's seven municipalities. The administrative offices are located in the Essex County Civic Centre.

The library has a collection of more than 367,000 items and offers programs for all ages along with public access computers and free Wi-Fi access. It has been honoured with the Angus Mowat Award of Excellence, which "recognizes a commitment to excellence in the delivery of library service."

The library has a 2022 Budget of just over \$6 million and is funded by the County of Essex, which appoints a 7-member board every four years in accordance with the Public Libraries Act.

The Role:

Reporting to the Essex County Library Board under authority of the Ontario's Public Libraries Act, the Chief Librarian is accountable for leading the organization and for anticipating trends and change. The Chief Librarian provides leadership to a specialized workforce engaged in the analysis and improvement of services, processes, and systems.

The Chief Librarian directs resources toward the fulfillment of the organization's mission, values, and strategic priorities. The Chief Librarian bears responsibility for preparing budgets, managing resources, meeting budget targets, and ensuring that services are provided in an efficient and effective manner. The Chief Librarian leads by example and shapes the culture of the organization, creating an environment that supports innovation, action, accountability, and customer service. The Chief Librarian understands that the profession is characterized by a need for constant improvement and change. The Chief Librarian attracts, develops, and retains a high-performance

management team that is empowered to lead the organization in meeting current service delivery needs with a focus on a sustainable delivery model and supports multiple/alternative means of access to library resources well into the future.

Primary Responsibilities

- Leads the Essex County Library System and ensures the organization's dedication to excellence with a steadfast commitment to meet or exceed the performance expectations.
- Understands and evaluates professional trends and ensures that the Library remains at the forefront of innovation, ensuring relevancy to its customers.
- Evaluates and reports on the Library's service, financial, administrative and performance levels when compared to appropriate benchmarks.
- Provides strategic and operational leadership toward the ongoing development, delivery and sustainability of integrated services including alternate service delivery and a community development approach.
- Monitors branch use and trends and recommends changes/improvements to the services that the library provides.
- Guides the management team as it develops and presents service models and proposals to the Board.
- In collaboration with the Essex County Library Board, develops and reviews a strategic plan for the organization.
- Leads by example and models problem-solving skills, responsibility and accountability through personal example and excellence.
- Develops and sustains an organizational culture that embodies open and transparent communications, customer focus, learning and innovation, accountability, teamwork, respect and trust.
- Contributes to, reviews and approves operating and service development plans, budgets, capital and expenditure budgets, and performance and compensation programs.
- Collaborates with member municipalities regarding facilities/branches and provides appropriate levels of services and information to assist the Board in its governance role.
- Reviews and recommends policies to the Board and implements procedures for the effective management of the organization.
- Ensures that the Board is protected and is advised of any potential liabilities or risk.

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- Provides direction to the Library management team and measures their performance against achievement of goals and objectives.
- Develops and empowers staff through delegation of responsibilities and accountabilities, through regular feedback, and by providing development opportunities and direction.
- Supports the performance management process within the organization, including coaching, open communication, training and the creation of development plans to build core competencies and personal effectiveness.
- Promotes team and organizational effectiveness and proactively addresses morale, cooperation, and productivity issues.
- Deals with employee relations based on a sound understanding of the collective agreement and good management practices.
- Fosters and maintains a working relationship with the Union Executive.
- Increases awareness of the Library's mission and values through participation in community and professional organizations.
- Maintains awareness of changes in legislation and environmental factors which might impact Library services, modes of operation or liability.

Qualifications & Skills

- Masters in Library and Information Science from an ALA accredited school, including demonstrated administrative and financial expertise and a strong working knowledge of relevant computer and telecommunications technologies.
- Minimum of five years of relevant senior management experience, within a public library, complex service organization or other public sector organization.
- Proven track record in the areas of organizational leadership, strategic planning, operations management, service excellence, finance, public relations, marketing and partnership development.
- Demonstrated ability to manage a specialized workforce in a results-oriented and predominantly unionized environment.
- Exceptional written and verbal communication and presentation skills.
- Proven knowledge and theoretical understanding of relevant technologies.
- Ability to develop, maintain and expand successful community relationships and interact cooperatively with other governmental and non-governmental organizations to the benefit of the library system.
- Excellent interpersonal skills and ability to work with elected officials, government departments, all levels of management, staff and the general public.

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- Thorough knowledge and understanding of statutes, regulations and by-laws affecting the Library.

Certifications, Memberships and Licenses

- Membership with a professional Library association encouraged.
- Valid Province of Ontario's Driver's Licence and ability to travel to branch locations.
- Police Vulnerable Sector Check (PVSC) (working with vulnerable persons) prior to commencement of employment.
- Health & Safety Competency training is required within six months of hire date and will be maintained through refresher training once every four years.

What We Are Offering:

A starting salary of \$124,020 - \$152,264 is just the beginning. The benefit package is second to none and the defined benefit plan of Ontario Municipal Employees Retirement System (OMERS) is a pension system sought by many.

How to Apply:

Qualified applicants are encouraged to apply directly to Kristie Cronin, Director of Human Resources/Interim CEO/Chief Librarian at kcronin@countyofessex.ca. The application deadline is Friday, June 24th, 2022 at 4:30 p.m. Please quote Job Posting 22-14.

The Essex County Library, embraces diversity and inclusion in our workforce and workplace. We are committed to building inclusive teams and an equitable environment for people to be themselves. We encourage applications from all qualified candidates and will accommodate needs under human rights legislation throughout all stages of the recruitment and selection process. Please let us know of any accommodations at the above noted email address. Information received relating to accommodation will be addressed confidentially. This information can be made available in alternate formats upon request.

Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of this employment opportunity only.