

**Position Title:** CHIEF EXECUTIVE OFFICER **Position #A001-12**  
**Dept/Branch:** Administration  
**Reports to:** Board of Management  
**Supervises:** Public Services Manager(s), Chief Financial Officer, Director of Human Resources, Administrative Services Manager, IT Manager, Public Relations/Fundraising Manager, Assessment & Technical Services Co-ordinator

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## **I. Position Summary**

The Chief Executive Officer is responsible for providing vision and leadership to the Library, and for planning, organizing and directing all facets of its operations to effectively meet the needs of its members for library services within the strategy, policy and financial framework established by the Board.

Performance is evaluated by the Personnel Committee of the Board in terms of achieving mutually established goals, objectives, management effectiveness, and the quality of judgement, communications, human relations, timeliness and accuracy in reporting recommendations brought forward and team work developed.

## **II. Accountabilities**

### **1. Board of Directors**

Is the chief advisor to the Board and its committees on all matters concerning the management and development of the library system, including requirements under the Library Act. Advises the Board in developing long and short-term goals for the Library and recommends policies consistent with these goals. Implements and interprets Board recommendations, objectives and policies.

Is the Secretary to the Library Board. Reviews all reports, studies, etc. prepared for the Board and its committees, and attends all Board and committee meetings.

Educates, informs and orients the Board. Keeps the Board fully informed on all facets of library services and activities, including current and pending legislation affecting public libraries to ensure that Board concerns are addressed. Ensures that Board members have the necessary information and support to exercise their governance responsibilities.

### **2. Financial**

Maintains overall financial control of the library system, reviews and approves regular financial reports. Prepares and presents to the Board, an annual budget showing the expected receipts and expenditures necessary to meet library objectives.

### **3. Administration**

Establishes an organizational structure and oversees the deployment of resources to meet the Library's goals and objectives for service to the communities within the regional library system. Evaluates the library organization and resource allocation and modifies as conditions warrant.

Is responsible for the selection, training, and evaluation of senior management staff and oversees their professional development.

Manages the library system to ensure efficiency of operation and continuous improvement. Provides guidance and direction, including encouragement for professional development, to personnel and senior staff. Promotes the establishment of good working conditions and relationships. Fosters the concept of delegation of authority and assumption of responsibility and develops an organization which motivates staff to accomplish objectives.

Oversees labour relations and facilitates negotiations with all employee bargaining groups. Hears, evaluates and delivers judgement on grievances as required by negotiated contracts. Suspends staff appointments and, on presentation of evidence of just cause, brings dismissals to the Board for information.

#### **4. External**

Takes advantage of community activities, public speaking engagements, and ongoing presentations to councils of member municipalities and regional district boards to build the Library's profile and to encourage a two-way dialogue with members of the public.

#### **5. Other**

Performs related work as required.

### **III. Working Conditions**

Works in an office environment with frequent travel within the library service area. Occasional overnight stays are required.

### **IV. Job Specification**

#### **1. Education**

A Master's Degree in Library Science from an accredited library school.

#### **2. Related Experience**

Minimum ten (10) years experience in a senior management position in a Canadian multi branch library system, including experience in financial management and some experience working successfully with a large political board.

#### **3. Other Requirements**

##### **Board Relations:**

Advanced skills and successful experience working for a library with a board of directors ideally comprised of municipal political representatives.

Extensive knowledge of the Library Act of British Columbia and other laws and agreements governing the operations of a regional library.

Knowledge of and experience with Municipal Government operations.

##### **Business Context:**

Proven record in leading a successful, client driven shared service organization in a regulated environment.

Thorough knowledge of current, general and public administration practices; including automated systems, communications, labour relations, collective bargaining and staff management techniques.

Fundamental interest in and passionate believe in the value and importance of libraries to local governments and to citizens.

Ability to develop a shared vision for libraries of the future and work with clients to implement the vision to the degree and at the pace defined by, and appropriate to each member municipality.

**Leadership:**

Demonstrated ability to work creatively and flexibly in a large and complex system.

Demonstrated leadership and management skills and achievements.

Ability to work effectively within a management team; to formulate policy; to plan; and to prepare and administer budgets. Excellent interpersonal and team building skills.

Ability to establish and maintain effective working relationships with staff and community partners.

Proven track record in leading an organization in times of change. Demonstrated experience with and understanding of successful change management practices.

Extensive experience with, and an ongoing interest in, technology and on-going changes

Track record of successful labour relations within a unionized setting.

**Communications:**

Excellent communication skills in written, verbal and presentation forms.

**Other:**

Demonstrated involvement in professional associations and activities.

A valid driver's license for the Province of British Columbia.

Must have own vehicle.

A valid passport.

**Drafted by:**

HR Manager:

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Signature

Date

**Approved by:**

Board Chair:

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Signature

Date