



Guelph Public Library  
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## Job POSTING

**Title: Chief Executive Officer**

**Department:** Administration

**Supervisor:** Guelph Public Library Board

**Employee group:** NUME

**Pay Range: \$161,293 - \$201,616 per annum**

**Reports to:** Guelph Public Library Board

Are you looking for the opportunity to make an impact at a pivotal time in Guelph Public Library's history? A vibrant hub for culture, education, and community engagement, Guelph Public Library is in search of a Chief Executive Officer (CEO) to play a significant role in shaping the future of the library.

The ideal candidate will exude passion towards developing and maintaining barrier-free environments, and promoting diversity, equity and inclusion, where differences are embraced, and all voices are heard. Embodying the values of the library, the Chief Executive Officer will play a key role in charting the future of the library and growing the vision of the Library Board.

Recognizing the fundamental role of libraries in fostering vibrant communities, the Guelph Public Library remains dedicated to education, literacy, and lifelong learning throughout Ontario. Guelph Public Library is a hub of activity and one of the most significant community spaces in Guelph. Through diverse perspectives and programming Guelph Public Library provides spaces for all to flourish, whether through community, creativity, experience, or learning.

The library has seven locations located throughout the city including a mobile service via the bookmobile and supports over 5,600 daily visits to its system. A new innovative central library is in the building phase to meet the growing city's needs.

### Job Summary

Under the direction of the Library Board, the CEO is responsible for leading the Guelph Public Library and developing and executing the strategic plan with a commitment to excellence. Acting as an ambassador for the library in recognition of its vital role in the community, the CEO leads the organization towards the achievement of its mission, vision, values, strategic goals, and annual work plan. The CEO shapes the culture of the library and ensures its high performing team of staff have the tools and resources required to fulfill the mission of the library: to provide ways for people to explore their world, enrich their lives, and connect with their community.

All employees are required to:

- Promote the Guelph Public Library Mission Statement
- Provide exemplary customer service
- Cultivate a healthy and safe workplace

# Duties

## A. Leadership and Strategy

- Provides strategic and operational leadership toward the ongoing development, delivery, and sustainability of an integrated, community-responsive public library system
- Collaborates with the Library Board to develop strategic plans with a focus on alignment between the vision, mission, values, annual work plans, performance metrics, and budgets
- Establishes an annual work plan for Board approval to effectively implement strategic plans, with semi-annual reports of achievements and recommendations for modifications and future considerations
- Facilitates concise, accurate, two-way, and timely communication of the Library's vision and organizational goals
- Attracts, develops and retains a high-performance executive team; coaches and leads staff towards attainment of goals
- Ensures the necessary management information systems are in place to assess the organization's performance and progress in meeting its objectives
- Creates, shapes and leads corporate-wide change management and business process improvement initiatives
- Builds the Library's internal capabilities, including a high-performance culture focused on excellent customer service, problem-solving and continuous improvement
- Fosters a positive and safe work environment for all
- Appropriately applies the collective agreement and effectively manages labour relations

## B. Operations Management

- Maintains overall financial responsibility for the Library system including compensation programs
- Establishes, evaluates, and monitors company-wide cost and risk control procedures, as well as compliance with those procedures
- Leads the risk assessment process and creates and maintains a business continuity plan for the Library
- Directs senior leaders to develop quality standards and protocols, public service policies and procedures, health and safety policies, and security protocols
- Implements and manages effective internal control systems to protect the organization and adequately maintains and protects organizational assets
- Guides the development, execution, and evaluation of a fundraising strategy and ensures appropriate policies and procedures required to support fundraising, sponsorships, and endowment building are in place

## C. Governance and Board Relations

- Communicates timely and relevant information to the Library Board of Directors
- Provides leadership, guidance, and support for the Board in policy setting
- Ensures the effective implementation of Board policies and decisions
- Ensures board members are fully apprised of external issues and liabilities that may impact the library
- Prepares and reports measures of performance and progress to the Board and to the appropriate Provincial Ministry as required

## D. Communications and Community

- Develops and sustains relationships with major donors and key prospects
- Cultivates a healthy working relationship with Friends of the Guelph Public Library and/or Library Foundation
- Promotes the library and enhances its role in the community by collaborating with municipal staff and cultivating the confidence of City Council
- Develops and strengthens relationships with government agencies, libraries, partners, vendors and external partners for mutually beneficial ends
- Identifies and fosters effective relationships with media, professional organizations, business and community agencies to promote the Library's capabilities and goals

#### **E. Other**

- Performs other related duties as assigned.

## **Qualifications**

#### **A. Education**

- Master's Degree in Library Science or related field, OR a bachelor's degree in a related field with significant experience working in the public sector

#### **B. Experience**

- Minimum of ten years' related work experience preferably in senior management roles within public libraries or similar organizations, ideally within a unionized, multi-location organization
- Demonstrated ability to lead organizations through periods of transformation with experience guiding and facilitating individuals and groups towards a vision while maintaining cohesiveness, motivation, commitment and effectiveness
- Experience developing and maintaining relationships with various stakeholders of the library, including but not limited to; the general public, unionized and non-unionized staff, volunteers, board members, contractors, vendors, suppliers, community partners, and members of the City of Guelph staff and council

#### **C. Skills**

- Progressive understanding of the library and its value to the community
- Ability to cultivate relationships both internal and external and serve as an ambassador and advocate of the library
- Focused on team and organizational effectiveness with the ability to maintain accountability for morale, communication, respect and trust
- Ability to organize and manage multiple priorities
- Excellent interpersonal skills and ability to handle sensitive and difficult issues in a confidential, timely, and respectful manner
- Excellent and professional communication skills in a variety of mediums

**To explore this exciting opportunity, qualified candidates are invited to submit their application in confidence, to Leah Frizzle, Ward and Uptigrove HR Solutions at [leahf@w-u.on.ca](mailto:leahf@w-u.on.ca) on or before September 17, 2024.**

Please quote "Chief Executive Officer – Guelph Public Library" in subject line.

Applicants are required to demonstrate in their application how their qualifications match those specified above. Assessments based on the objectives and qualifications listed above will be a part of the interview, written and/or practical test and reference checking. Candidates will be asked to provide documentation of completion of qualifications and memberships in good standing.

*The Guelph Public Library is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time.*

*We welcome, encourage, and will prioritize applications from Indigenous Peoples, folks with disabilities, people with lived experience of homelessness, POC, and 2SLGBTQIA+ folks.*

*In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application procedures. If you need an accommodation in order to participate in the hiring process, you may contact us to make your needs known in advance.*