

Chief Librarian Career Opportunity

Reporting directly to the Essex County Library Board, the Chief Librarian is the Chief Executive Officer of the Essex County Library and Secretary/Treasurer to the Board. He/she is responsible for providing visionary leadership and guidance as they organize, direct and control the operations, programs and services that meet the current and future needs of the residents of the seven communities that comprise the County of Essex. (Please refer to last page of this posting for more information about Essex County).

As the new Chief Librarian, CEO you will be:

The Chief Executive Officer of the Essex County Library Board as per the Ontario Public Libraries Act, Section 15 (2).

1. Responsible for the operation of the library system, including all human resource functions, (i.e. hiring, evaluating, disciplining and terminating staff) and labour relations.
2. Prepare monthly Library Board Agendas, Reports and Minutes. Attend monthly Library Board and Council meetings. With the Library Board Chairperson, present and provide information concerning Minutes, Reports and Budget.
3. Prepare annual Library budget for submission to the Library Board and County Council, developing cost and revenue projections. Monitor monthly financial reports. Meet with auditors.
4. Negotiate collective agreement in consultation with Library Management Team for final ratification by Library Board.
5. Interpret and administer the Collective Agreement; respond to all individual grievances at the first or second level of the grievance process and to policy grievances.
6. Liaise with Administrators and staff of the seven local municipalities in the County as necessary.
7. Advise architects and local municipalities on planning for new library facilities. Monitor construction, purchase furniture and equipment.
8. Keep informed of new developments in the field of librarianship. Keep informed and equipped with new legislation, processes and regulations as they relate to financial and / or human resources management handed down by the province and / or developed by the County of Essex.

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9. Participate in professional/ library organizations (Association of Rural-Urban Public Libraries of Ontario and the Ontario Library Consortium).
10. Responsible for collection development and specifically nonfiction adult collection.

To be the new Chief Librarian, CEO you will have the following qualifications:

Education:

Post-graduate degree in Library Science – Master of Library and Information Science from an ALA Accredited University

Experience:

A minimum of 10 years progressive experience in a senior management position in a multi-branch library system, preferably in a unionized environment.

Other:

Knowledge of appropriate federal, provincial and municipal legislation and regulations related to libraries

Excellent strategic planning, analytical and conceptual abilities

Extensive management experience in operations, finance, human resources and technology

Demonstrated oral, written, presentation and reporting skills

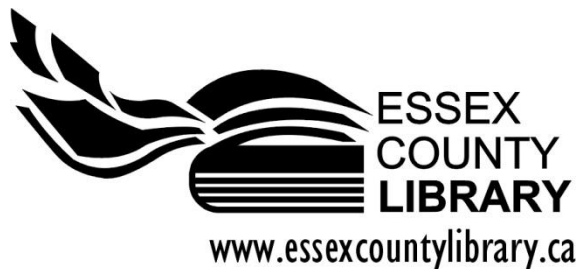
Interpersonal skills related to motivating staff to achieve desired outcomes

Proactive with media and active in the local community

Ability to work occasional additional hours in evenings and week-end

A criminal record check is a condition of employment.

Possesses a valid driver's license with reliable transportation.



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Annual 2014 Salary: \$105,813 - \$129,910

Qualified applicants are invited to submit a cover letter and resume no later than Thursday April 17, 2014 to:

Director, Human Resources

The Corporation of the County of Essex

E-mail (Microsoft Word or PDF Document): careers@countyofessex.on.ca

We thank all applicants, however, only those selected for an interview will be acknowledged. 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. This document is available in alternate formats upon request.

The Corporation of the County of Essex supports diversity in the workplace.

The new Chief Librarian, CEO of the Essex County Library will be someone who can:

Tell the story of the Essex County Library – market the wonderful collections, programs, and services to the residents of Essex County;

Develop partnerships within the seven municipalities, the County of Essex and the South West region;

Advocate for modern, innovative library spaces that welcome residents;

Plan for the rapidly changing world of technology within libraries while still preserving the traditions of the past;

Guide and inspire a dedicated staff through staff development, mentoring and organizational change

Provide visionary leadership, meeting and anticipating the needs of the communities.



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As the new Chief Librarian, CEO of the Essex County Library you will be living in the southernmost area of Canada with:

100 miles of waterfront affectionately called the Hundred Mile Peninsula;

Many sunny days when living on the same latitude with northern California and Rome in southern Italy;

3,000 acres of green space, 20 conservation areas, world-renowned bird watching at Point Pelee National Park and Pelee Island, 22 golf courses and 22 marinas; 50 miles of public trails;

A thriving wine growing region with unique agricultural crops;

A blend of rural, agricultural communities and big city amenities including access to art galleries, symphony orchestras, major league teams and museums;

A culturally diverse population representing 75 ethnic groups;

The most affordable housing in the country with housing choices ranging from condos and apartments along waterfront parks, historic neighbourhoods, country acreage and lakeside towns;

Easy access to the world through two international airports (Windsor and Detroit); Via Rail; Amtrak and Greyhound;

Two institutions of higher learning, the University of Windsor offers 9 faculties of study and St. Clair College of Applied Arts and Technologies has 8 schools of specialization.

Check us out at: www.essexcountylibrary.ca; <http://www.retirehere.ca>; and <http://www.countyofessex.on.ca/>