

Brampton Library Chief Executive Officer Position Profile

The Organization:

The Brampton Library is a growing team that is committed to enriching the lives of over 500,000 Brampton residents. Working with more than 175 distinct ethnic backgrounds, The Brampton Library promotes literacy, and provides access to recreational materials and information in a welcoming environment that fosters connections with others and with the community.

The Position:

Reporting to the Board, the Chief Executive Officer (CEO) is the leader and ambassador of change and public relations for the Brampton Library and tasked with driving the library forward as a key pillar in the community. While building positive relationships with all internal and external stakeholders, the CEO is responsible for providing vision and leadership to the Brampton Library operational team in accordance with policies established by the publicly appointed Library Board. The CEO serves as the Board's Secretary-Treasurer and is the representative to the community and community organizations, media, municipal administration, other levels of government, and professional associations. The CEO advises the Board and recommends actions to address current emerging issues and trends to ensure that Brampton Library policies and programs result in the attainment of the Board's vision, mission and embody its values. All Board authority delegated to staff is delegated through the CEO, including responsibilities for the administration of the provisions of the Municipal Freedom of Information and Protection of Privacy Act. The CEO is designated as the Freedom of Information and Protection of Privacy Coordinator.

Major Responsibilities:

- Lead the Library through positive change, cultivating relationships with all stakeholders, including the local municipality and its officials.
- Drive the Library forward as a cornerstone in the community and ensure it is a leader in library services.
- Provides leadership for the development of the strategic plan embracing the expanding role of new technologies within a public library setting in balance with traditional services. Plans for appropriate technological development considering all factors including funding for improvements and maintaining infrastructure once established.
- Ensures involvement of the Board members in the strategic planning process; assists the Board in planning at strategic level through assessing needs, evaluating effectiveness of services, identifying trends at the local and global level and oversee facilities planning.
- Responsible for all functional areas in Service Delivery and Development, Information Technology, Finance and Purchasing, and Human Resources.
- Maintains a cohesive senior management team and cultivates trust and sense of camaraderie. Develops and sustains positive and effective employee and labour relations to ensure Library staff function as an effective and cohesive group.
- Leads the overall budgeting and fiscal planning process for the Library. Accountable for financial planning and seeking funding sources to support the operational and strategic plan requirements, presenting and defending budget to municipal council, ongoing monitoring and adapting of budget.
- Develops and implements effective communication strategies to enhance public awareness of the library, its services and successes. Actively develops contacts with media, promotes library awareness

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at all opportunities. Acts as Library spokesperson within community and on broader provincial Library issues.

- Identifies sources of funding and grants that supports the library's strategic directions. Develops policies in conjunction with the library board that clarify the board's position and approach with regards to grants, sponsorships, fundraising and revenue generation.
- Acts as Secretary to the Board according to the Public Library Act, ensuring that all legal and reporting requirements of the Library as a corporation are met. Provides assistance to Board members in development as Library trustees through providing information on training and networking opportunities. Assists the Board in fulfilling its advocacy role on behalf of the community.
- Works with library board to develop board members' understanding of library finances, including the budget process and regular tracking of expenses in relation to the budget.

The Candidate:

- Preferred post graduate degree in library science, social sciences or business; or university degree in a related discipline and a minimum of seven years of increasingly responsible management experience, including experience in an executive leadership position for an organization with multiple locations
- Extensive experience working in a public sector or legislative environment, and managing large scale strategic, cross-divisional initiatives, while balancing political, community and other stakeholder interests, with an excellent track record of business transformation and change management
- Experience managing diverse workforces and leading cross-functional teams with a track record of developing leaders within an organization
- Demonstrated success in effectively promoting services to the community.
- Proven success working effectively with a policy-making Board and collaboratively with government agencies and officials.
- Proven success developing and implementing strategic and operational business plans; demonstrated ability to prioritize, multi-task and manage projects, translating vision and strategy into tangible results and outcomes.
- Strategic and innovative thinker; politically astute with a proven ability to champion and successfully implement change.
- Excellent verbal/written and interpersonal skills; has the ability to resolve conflicts and deal with sensitive or political issues in an effective and timely manner.
- Ability to lead and consistently demonstrate excellent customer service across the organization.
- Demonstrated level of professionalism and confidentiality with strong ethics.

Reporting to:

The Board of Directors, Brampton Library

Location:

Downtown Brampton

Apply:

For more information, please contact David Howes, Executive Search Consultant, WMC (416)362-6863 ext. 230 or email: davidh@wmc.on.ca

- All offers of employment for this position will be conditional on Valid Ontario G driver's license and Criminal/Vulnerable Police Check as required for Brampton Library.
- Must be legally eligible to work in Canada and, where applicable, must have a valid work permit that allows the candidate to fulfill the requirements of the role
- At Brampton Library, we encourage applications from all qualified individuals, and value a diverse workforce that reflects the communities we serve

Accommodation:

The Brampton Library is an Equal Opportunity Employer. We are committed to inclusive barrier-free recruitment and selection processes and work environments. In accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*; the Brampton Library will provide accommodations throughout the recruitment and selection process to applicants with disabilities. If selected to participate in the recruitment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require. Any information received relating to accommodation measures will be addressed confidentially.