

# CHIEF EXECUTIVE OFFICER AND CHIEF LIBRARIAN

## Oxford County, Ontario

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### ABOUT OXFORD COUNTY

Located in the heart of southwestern Ontario at the crossroads of Highways 401 and 403, Oxford County has a population of approximately 123,000 people across eight area municipalities that are “growing stronger together.” As a partnership-oriented, two-tier municipal government, Oxford County is emerging as a leader in sustainable growth through the Future Oxford Community Sustainability Plan and County Council’s commitment to achieving 100% renewable energy, becoming a zero waste community and working towards zero poverty. Situated in one of Ontario’s richest areas for farmland, agriculture is a key industry that is driving innovation in sustainable industries and diversifying the local economy. Oxford County offers a thriving local arts, culture and culinary community, as well as conservation parks, natural areas and more than 100 kilometres of scenic trails. The Oxford County Administration Building is located in Woodstock, Ontario. Visit [www.oxfordcounty.ca](http://www.oxfordcounty.ca) or follow our social media sites at [www.oxfordcounty.ca/social](http://www.oxfordcounty.ca/social). Oxford County’s Strategic Plan is at [oxfordcounty.ca/strategicplan](http://oxfordcounty.ca/strategicplan).

### ABOUT OXFORD COUNTY LIBRARY

Oxford County Library is a County of Oxford service that offers free lending of books, DVDs, and other materials; access to online catalogues and databases; genealogy support; social and cultural programming; job search resources and information about government services; and computer access. Branches are located in Brownsville, Burgessville, Embro, Harrington, Ingersoll, Innerkip, Mount Elgin, Norwich, Otterville, Plattsville, Princeton, Tavistock, Thamesford, and Tillsonburg.

### THE OPPORTUNITY

Oxford County is seeking a visionary and insightful individual who can lead our library system into the future in planning for innovative library services and complimentary community services. Building relationships and partnering with other local agencies to best meet the needs of our community will be essential.

The **Chief Executive Officer (CEO) and Chief Librarian** manages the operations of a rural library system, and plans to continuously address the needs of the present and prepare for the future. The CEO and Chief Librarian is the team coordinator who implements the policies of the Board so as to assist and empower staff in serving the public.

### PRINCIPAL RESPONSIBILITIES:

- Provides leadership and planning support to Oxford County Library Board in determining library services necessary to meet the needs of rural Oxford, Ingersoll, and Tillsonburg.
- Supervises the delivery of quality library service through branch libraries, technology, community partners, and outreach services to ensure equal opportunity to engage in social and cultural experiences.

- Hires, supervises, provides orientation and training, mentors, evaluates and manages performance of library staff as required to maintain a safe, healthy and inclusive work environment. Empowers staff to be innovative and creative in how we serve our communities.
- Represents Oxford County Library (OCL) to the public, County senior management, provincial and federal governments, and in dealings with other community and library organizations.
- Collaborates and builds relationships with other local agencies to best meet the needs of our community.
- Controls OCL budget expenditures, proposes budgets to OCL Board annually, and oversees fundraising efforts on an ongoing basis.
- Maintains an awareness of the service and information needs of the community and develops strategies to address these needs comprehensively and efficiently.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Post-graduate degree in Library Science (such as Master of Library and Information Science) or an equivalent combination of education and experience.
- Minimum five years' public library and management experience required.
- Familiarity with the Public Libraries Act and other legislation pertaining to libraries in Ontario.
- Excellent organizational, communication, and interpersonal skills.
- Must be able to travel to multiple locations.

### **ACCOMODATION**

Oxford County is committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity, you should advise the Feldman Daxon representative in a timely fashion of the accommodation measures which you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

### **HOW TO APPLY**

To apply to this exciting role, email a cover letter and resume by January 7, 2022 to:

Patrick Rowan, Partner

Feldman Daxon Partners

45 St. Clair Avenue West, Suite 700, Toronto, Ontario M4V 1K9

E: [prowan@feldmandaxon.com](mailto:prowan@feldmandaxon.com)

T: 416-515-7600 x254

### **About Feldman Daxon Partners**

Feldman Daxon Partners is Canada's longest-standing national provider of executive search, career transition, and coaching/leadership development services. For 30 years, we have been at the forefront of innovation in human resources consulting by integrating these three services. Our Executive Search practice has been locating top talent for senior executive and managerial positions on a retainer-fee basis since our firm was founded in 1991. Our unwavering set of core values and dedication to client service has allowed us to build and maintain relationships with hundreds of clients in virtually every market sector, and across Canada. Regular communication, high quality candidate shortlists, industry knowledge, judgment, and expediency in our retainer search services are all reasons Canada's leading companies choose to partner with the professionals at Feldman Daxon.