



SIX NATIONS PUBLIC LIBRARY, Est. 1966

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POSITION TITLE: CEO [DIRECTOR OF LIBRARY SERVICES]

REPORTING RELATIONSHIP

According to the Public Library Act description of the Chief Executive Officer's (CEO) role within the Library and Board, the CEO holds a distinct position where (s)he reports to the Six Nations Public Library Board (SNPL) while acting as a vital member as an Officer of the Board.

POSITION SUMMARY

Under the policy and general oversight of the SNPL Board, performs the administrative, book/resource management, finance, Human Resources/supervisory and professional work in planning, operating and maintaining the library.

RESPONSIBILITIES:

Administrative

According to the policies of the Board, the CEO is the sole party responsible for managing the Library. All administration and decisions shall be based on policies and general directions of the Board.

1. Oversees the daily operation of the Library;
2. Prepares preliminary budget and activity reports and presents to the SNPL Board;
3. Maintains membership with professional organizations;
4. Remains informed concerning library related issues;
5. Answers public inquiries and prepares any press release which will be released with the approval of the SNPL Board;
6. Writes grant proposals and reports;
7. Develops partnerships with community agencies and provides outreach to schools, etc;
8. Plans and delivers seasonal and summer reading programs;
9. Plans and delivers a variety of workshops and programs across ages and interests;
10. Maintains the SNPL website, e-newsletters, and social media.

Human Resources – Supervisory

According to the policies of the Board, the CEO shall supervise all staff and be responsible for the day to day staffing of the Library.

11. Hiring, training, and scheduling staff;
12. Maintains employees records (e.g. employee information sheet, contract, job description, timesheet, evaluation, Record of Employment);
13. Completes regular evaluations of all staff;
14. Ensures SNPL is working according to the Ontario Employment Standards Act and in accordance with all legislation;
15. Regularly reports the staffing concerns and updates to the Board.

Circulation and Chief Librarian

The CEO is the responsible party involved in assessing, ordering and maintaining the materials within the Library.

16. Selects circulation, reference and journal materials;
17. Classifies and catalogues library materials;
18. Weeds books and materials for discarding;
19. Selects and maintains an Integrated Library System (ILS);
20. Maintains relationships with outside sources offering free and Ontario cost resources to public libraries;
21. Assists in circulation duties on an ongoing basis.

Finance

Under the policies of the SNPL Board, the CEO will act as both the Treasurer to the Board and the Finance Officer. Under these positions, the CEO will prepare Accounts Payable and maintain financial records of the Library.

22. Processes Accounts Payable and payroll on a bi-weekly schedule;
23. Prepares Accounts Payable for signature by two (2) duly appointed signing authorities;
24. Conducts ongoing correspondence and deposits with the bank;
25. Prepares payroll according to the Employment Policies of SNPL including but not limited to Annual Leave, EI, WSIB, and Benefit deductions;
26. Submits end of cheque run balance statements for each line and submits to Finance Committee;
27. Submits a monthly Finance Report to the SNPL Board;
28. Makes all tax, EI, WSIB and other related payments on behalf of SNPL;
29. Maintains all ongoing finance computer passwords and accounts with reporting bodies in order to file EI, WSIB, and ROE;
30. Prepares fiscal year-end Financial Report;
31. Prepares a calendar year-end employment Financial Report including T4, T4 Summary and update of taxation changes to the Board;
32. Prepares finances for the annual audit;
33. Stores and maintains records for no less than 7 years or as required by audit and/or granting agencies.

Officer of the Board

34. Coordinates with Chair for the preparation and distribution of the monthly SNPL Board meeting agenda package;
35. Submit a monthly report to the SNPL Board;
36. Act as both Treasurer/Finance Officer and Secretary to the Board;
37. Performs other related duties as required by the SNPL Board.

EDUCATION, SPECIFIC TRAINING, and RELEVANT WORK EXPERIENCE:

The CEO is a senior administrative staff to the Library and the Board. As such, the position requires a highly skilled individual who can balance the various demands. The following list is inclusive for a successful CEO:

1. Must possess a minimum of Library Technicians Diploma or a university degree in a relevant field; Master's Degree in Library and Information Sciences preferred (from an American Library Association accredited institution) ;
2. Knowledge of the library principles, organization, operations and procedures and reference materials and books;

3. Must be proficient in research methods including sourcing and identifying relevant materials;
4. Must be proficient at grant research and proposal writing;
5. Must have knowledge of and be able to operate a networked computer system;
6. Must have working knowledge of computers – MS Word, MS Excel, and PowerPoint;
7. Must be a confident public speaker in order to conduct workshops, trainings and age specific programming;
8. Must be able to demonstrate strong public relations skills; interpersonal, verbal and written communication skills;
9. Strong organizational skills which can be demonstrated;
10. Must have strong understanding of the Six Nations Community;
11. Must submit a Criminal Records Check with Vulnerable Sector Search and be bondable;
12. Minimum three years' experience working in an administrative and financial role with a budget in excess of \$100,000 preferred;
13. Knowledgeable in finance software such as Simply Pro or other;
14. Familiarity with Payroll and Employment Law an asset.

JUDGEMENT and INDEPENDENT ACTIONS:

Ultimately the CEO is responsible for all activities and managerial decisions within the Library. As the CEO, the only limitations on Independent Actions are:

- Making an independent hiring of regular staff (not associated with a grant or a temporary placement) outside of approved budget lines;
- Terminating a staff due to disciplinary issues;
- Making purchases outside of an approved budget line in excess of \$1500;
- Making a purchase on a grant line outside of the grant specific approved areas; and
- Making public press releases on behalf of Board business without Board approval (programs and daily business are allowed).

PROBABLE IMPACT OF ERRORS:

The primary impact of errors associated with the CEO positions are as follows:

- **Confidentiality**—any staff who does not protect the records or data of the Library and their patrons may cause a breach of confidentiality. This may result in injury to the patron or legal action against the staff and Library. A CEO not maintaining the confidentiality of staff files and information risks identity theft or damage to the individuals.
- **Loss of Materials**—any staff who is not vigilant within the Library, or who does not properly log materials within the Integrated Library System (ILS) may cause a loss of materials.
- **Loss or Damage of Property**—any staff who is not vigilant on maintaining the premises and closing procedures of the facility may cause a loss of personal or library property.
- **Personal Injury**—any staff who does not properly supervise patrons and program participants, risks injury to themselves themselves, patrons and/or participants. A CEO who works off hours to complete reports or other administrative functions runs the risk of personal injury to self if not aware of surroundings when alone and entering/leaving the premises.
- **Financial Loss**—any staff who does not properly safeguard the cash of the Library risks theft of petty cash and loss of revenue for the Library. As the primary individual responsible for the annual budget, poor or mismanagement of funds could result in

insolvency of the library and loss of wages to the staff. Any purchasing decisions not made with bottom line in mind could cause a loss of funds through bad judgment of vendors.

- ***Discontinuity with the Actions of the Board***—As an Officer to the Board, the CEO is not a member of the Board, but is seen by many as the head of the organization. Awareness and Familiarity with Organizational Documents is a paramount responsibility of the CEO. Without knowledge of these documents, the CEO may lead the organization and establish an organizational culture not in alignment with the Board, spend outside of given organization strategic planning, and ultimately alter the course of the Library from the Board’s intended path. Any or all of these would result in poor practices and performance reviews, as well as disciplinary action and possible termination. These documents include but are not limited to:
 1. Mission and Values
 2. Core Competencies
 3. Strategic Plan
 4. Policies and Procedures
 5. Manuals
 6. Action Plan
 7. Public Library Act
 8. Municipal Act
 9. AODA
 10. Succession Plan

SUPERVISION OR DIRECTION EXERCISED:

The CEO is the primary supervisor of the Library and is the lead supervisor of all staff. This includes:

- Sr. Clerk [When position is filled]
- Clerks [Generalist, Circulation, Cataloguing, Programming, Digitization]
- Pages
- Volunteers
- Interns
- Co-Op students

The CEO is also directly responsible for all training, evaluation, and discipline of staff. The staff may be requested to provide feedback for evaluation, discipline, or other reporting, but will not be required to complete these roles themselves. Clerks have a primary responsibility to supervise the building, collections, property, and public; but report to the CEO for actions on these issues.

WORKING RELATIONSHIPS:

With the Six Nations Public Library Board

Receives direction and guidance pertaining to the role of SNPL within the community; ways in which the Library can fill a stronger capacity; and an Action Plan and interests of the Board as a framework for administrative functions.

With Other Staff

Promotes courtesy, cooperation and teamwork with all staff.

With External Agencies

Represents and promotes the SNPL interests relative to library initiatives; seeks to develop sound professional working relationships.

With the Public

Represents and promotes SNPL interests in a courteous manner, provides information and advice as requested.

WORKING CONDITIONS:

Expected Working Environment—The expected working environment of the Library are that of a public service office setting. A CEO can expect:

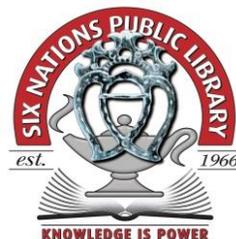
- A high public profile and extensive public interaction
- The need to take direction, prioritize, work independently and cope with many demands and time constraints
- Budgeting, Bookkeeping, and Accounting of a \$300,000+ annual budget;
- Meeting with staff on tasks and offering direction;
- Meeting with staff; supporting staff in dealing with personal difficulties;
- Meeting with and serving the public including difficult people;
- Use of LCD monitor on PCs for an average of 80% of shift;
- Occasional lifting in excess of 20-40 pounds;
- Sitting for approximately 60% of shift;
- Walking between multi-level, non-accessible floors;
- Exterior lifting such as shoveling and moving boxes to exterior storage;
- Limited contact with aggressive patrons, which may include physical threats to self or others; and
- Occasional contact with community and patrons who are intoxicated, on substances, and potentially violent.

Equipment—A CEO can expect to use a variety of office equipment.

Appearance—As the CEO is the primary face of the Library, they should be professional in dress, appearance, and attitude. The CEO may participate in dress down days or dress down for task specific work, such as heavy cleaning days, but should otherwise attend work in business casual dress or better, and be appropriately prepared for the workplace tasks of the shift.

COMMITMENT TO OUR LOCAL COMMUNITY:

All employees are required to demonstrate a commitment to the community of Six Nations. The Six Nations Public Library Board and CEO will demonstrate this commitment supporting the employment of Six Nations members, followed by other local First Nations applicants.



Approved October 18, 2017