



Job Posting

Milton Public Library is committed to inspiring through discovery, collaboration and creation. As one of the fastest-growing municipalities in North America, Milton Public Library (MPL) is an award winning system focused on innovation. MPL empowers the community to: Read. Learn. Create. Connect.

Position:	CEO/Chief Librarian
Status:	Full-Time Permanent
Salary Range:	\$162,108.33 – 196,583.00 (2022 Rates)
Reports to:	Milton Public Library Board

Position Summary

The CEO / Chief Librarian holds the key leadership position at MPL, and is responsible for providing strategic direction to the Board, the staff, and the community in the provision of high quality public library service to this fast-growing and increasingly diverse community, to support the achievement of MPL's vision and mission.

A maximum degree of latitude for independent action is exercised to plan, organize, and direct all elements of MPL operations to meet short, medium and long term and strategic planning actions and to achieve annual work plan targets within the established policy and financial framework established by the Library Board

Typical Duties and Responsibilities

Strategy

1. Ensures that programs and services are planned and directed that meet the short, medium and long-term goals of MPL, in consultation with the Library Board
2. Shepherds the development of a strategic plan process that articulates a vision of success and establishes strategic directions to achieve the vision with the Board, staff and key stakeholders
3. Ensures that all approved capital building projects are successfully completed in co-ordination with staff, Town Staff, the Board, community stakeholders, and other project experts as required
4. Champions innovative and creative library service excellence, programs and facilities to position MPL as a vital community resource in this fast growing and increasingly diverse community

Operational Effectiveness

1. Provides leadership, guidance and support for the Board in effective Board governance and policy setting for MPL services and programs as per the Public Libraries Act, RSO 1990
2. Ensures ongoing assessment and analysis of MPL operations and activities are conducted to inform decision making and future directions
3. Reviews and recommends policies to the Board and implements procedures for the effective management of the organization



4. Develops annual operating and capital budgets and 10-year capital forecasts for Board approval based on MPL long, medium and short-term planning guidelines; with associated workplan targets; and within parameters outlined by Milton Council and Town of Milton Corporate Services Departmental procedures
5. Ensures that operating results established as a result of the annual budget are achieved, and that the control of expenses and the achievement of revenues are within budget
6. Identifies and pursues opportunities to secure new and/or alternative sources of funding to enhance service delivery and/or develop new programs
7. Tracks and regularly reports revenues and expenditures to the Board
8. Ensures the accuracy, integrity and timeliness of all financial account and report requirements
9. Maintains complete awareness of the financial, statistical, and accounting records of the organization
10. Performs Secretary / Treasurer roles on MPL Board
11. Attends all Board meetings

Leadership

1. Ensures the maintenance of an effective and efficient office environment
2. Ensures all matters related to personnel administration for Bargaining Unit and Exempt staff, including staff planning, policy development, labour/management co-operation, negotiations, and employee recruitment, selection, orientation, assessment, succession planning, training and development strategies are achieved
3. Supervises the Director, Customer Experience, Director, Support Services, Director, Employee Experience, Manager, Finance, and through this process assures that all resource, service, facility, technology, automation, marketing, communication, public relations and HR functions outlined in library planning documents are achieved
4. Ensures effective working relationship with Town of Milton staff and Council, other government agencies, community groups, the general public, and staff are established and maintained to support MPL's strategic directions and achieve goals and objectives
5. Develops and maintains key partnerships, collaborations and networking opportunities with local and regional organizations and agencies to achieve MPL workplan actions
6. Ensures sponsorship opportunities and relationships are identified, developed and effectively maintained
7. Participates in local, provincial and national public library activities by representing MPL and advancing the objectives and activities of the MPL system
8. Experience with the cause of championing equity and diversity

Interpersonal/Relationships

1. Establishes an annual CEO focused growth and education development plan
2. Co-ordinates and directs staff and ensures staffing is consistent with MPL requirements
3. Conducts regular staff performance review and goal setting processes
4. Ensures the maintenance of effective Management and Administration Teams

Additional Responsibilities

1. Other duties as assigned



Qualifications

- Master of Library Science from an accredited program
- Minimum 10 years relevant library experience at a senior level
- Minimum 3 years working with a Board of Directors in a very senior capacity
- Demonstrated organizational and management ability
- Demonstrated extensive leadership experience in innovative and progressive service and program development and implementation
- Experienced in staff management in unionized environment
- Experience in large scale capital library building projects would be an asset
- Excellent oral and written communication skills
- Experience in a municipal environment would be an asset
- Experience championing the causes of equity and diversity within the community
- Must be fully vaccinated against Covid-19

Working Relationships

- Milton Public Library Board
- Town of Milton Council, Commissioners, Directors and Senior Staff
- Regional, Provincial and National Elected Officials
- Professional Organizations (including CULC, CELUPL, FOPL, OLA, SOLS, etc)
- Local and regional library and non-library community organizations (including HALINET, Milton Chamber of Commerce
- Partners and Sponsors

Direct Reports

- Director, Customer Experience
- Director, Support Services
- Director, Employee Experience
- Finance Manager

Application Process

Interested candidates are asked to submit a resume and covering letter indicating how they meet the qualifications of this position by **5:00 pm on 12th March 2023** quoting posting **23-06** to:

Human Resources
Email: careers@beinspired.ca

ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.



The Milton Public Library thanks all applicants for their interest, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, for recruitment purposes. Questions about this collection of personal information should be directed to: Chief Librarian, Milton Public Library, 1010 Main Street East, Milton, ON, L9T 6H7

The Milton Public Library is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process. If you require accommodation at any time throughout the recruitment process, please contact Human Resources at careers@mpl.on.ca