



Join the Team!

The Cornwall Public Library Board is currently recruiting for the position of Chief Executive Officer. This position offers the selected candidate the opportunity to grow and innovate in a library setting in a community that boasts both small town and small urban centre appeal with flavours of French Canadian, Indigenous and rural heritage. The ideal candidate is forward-thinking, innovative and flexible.

Cornwall Public Library has been an integral part of the community since 1895 when City Council established a free public library, taking over operation of the Mechanic's Institute. A new Carnegie Foundation funded library was built in 1903 and library service continued to evolve steadily over the years. The pace increased significantly when the Library moved again in 1996. The new library building is an award-winning renovation and Cornwall Public Library continues to enjoy a high-profile presence in the community.

The Community

The City of Cornwall is a progressive community of 47,000 residents in Eastern Ontario with a unique geographic location at the convergence of the Ontario, Quebec and New York State borders. It shares its southern border with the Mohawk Nation of Akwesasne and is one of 14 Ontario border crossings between Canada and the United States.

Situated along the St. Lawrence River and Highway 401, Cornwall is well serviced by road and railway transportation and is only an hour's drive from Montreal and Ottawa. Cornwall boasts a modern economy led by forward thinkers and offers an extensive array of urban amenities and a reasonable cost of living.

The city's location on the St. Lawrence River and its numerous parks and recreational facilities make it an excellent place to build a career, raise a family and enjoy your golden years.

Vision

The public library is Cornwall's place for discovery, connection and enrichment. Cornwall Public Library is highly recognized for its important role in building strong communities through:

- Connecting services to residents wherever they are;
- Supporting literacy attainment, learning and achievement;
- Providing Cornwall's residents with vibrant spaces for the enjoyment of social interaction, community engagement and cultural expression.

Mission

Cornwall Public Library provides residents with excellent collections, spaces and experiences to support their reading, learning and leisure needs. The library is a leader in developing essential literacy skills and provides lifelong learning opportunities in a contemporary physical and digital environment that is welcoming, dynamic and inclusive.

To see the latest strategic plan and areas of strategic focus visit:

<http://library.cornwall.on.ca/wp-content/uploads/2012/01/Strategic-plan-2013.-final.pdf>

Qualifications and Skills

Master's Degree in Library and Information Studies from an ALA accredited university. Equivalent education and experience will be considered in other areas where knowledge and performance of CEO competencies can be applied and demonstrated.

- A minimum of five (5) years' experience in senior level administration and management.
- Meets CEO Competencies (see attached document) at a high level in all areas.
- Possesses knowledge and experience working with/in a unionized environment.
- Bilingualism would be considered an asset.
- Familiarity with the unique and diverse needs of Cornwall residents.

Compensation

The Cornwall Public Library offers a competitive salary of \$89,636.00 - \$99,596.00 annually with a comprehensive benefits plan and participates in OMERS pension plan.

Application

Candidates are invited to apply electronically by submitting a cover letter and resume in word or .pdf format to **CEO Search Committee:** board@library.cornwall.on.ca no later than 4:00 pm on April 29, 2019.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information will be used strictly for candidate selection.

Cornwall Public Library is an Equal Opportunity Employer. Accommodation will be provided in all parts of the hiring process as required. Applicants are asked to make their needs known in advance. Any information relating to accommodation measures will be addressed confidentially.

CEO COMPETENCIES PROFILE

A successful library involves leadership and careful management. The management perspective starts at the big picture level, establishing goals and objectives, planning for implementation, determining value and promoting community and stakeholder relationships.

Communication

- Communicates effectively using a variety of methods.
- Communicates effectively with a variety of audiences and individuals from diverse backgrounds.
- Selects and applies the most appropriate and effective communication skills to meet situational needs.

Ethics & Values

- Demonstrates an active commitment to services that guides work performance.
- Understands and acts in accordance with the professional values and ethics of library service.
- Demonstrates a strong work ethic and personal accountability.

Interpersonal Relationships

- Develops and maintains healthy relationships with others to achieve common goals.
- Works effectively as a team player.
- Demonstrates an aptitude for creative problem solving.
- Practices informal leadership.
- Employs effective strategies to manage organizational politics, conflict and difficult co-worker behaviours.

Learning & Personal Growth

- Pursues a commitment to personal growth and lifelong learning.
- Manages the development of one's own career and ongoing improvement of knowledge, skills and abilities.
- Anticipates and adapts to change and challenges effectively.

Budget & Finances

- Understands and employs basic budget and finance concepts and terminology.
- Establishes strategic financial management processes, using sound business and financial judgement.

Funding Development

- Identifies and pursues multiple funding sources for the library.
- Cultivates a healthy working relationship with the Friends of the Library, Library Foundation and/or Fundraising Committee.

Laws, Policies & Procedures

- Understands, applies and explains applicable laws.
- Develops policies and procedures to guide efficient and effective library operations.
- Creates policies and procedures to ensure safety and security.

Ontario's Public Library Sector

- Understands the framework for public library service in Ontario.
- Identifies and builds relationships with key players in Ontario's public library sector.

Board Engagement and Development

- Cultivates a healthy, mutually empowering relationship with the Library Board.
- Structures and supports the Board's work.
- Facilitates board effectiveness through orientation, education and succession planning.

Municipal Relations

- Cultivates a good working relationship with municipal staff.
- Cultivates a presence and relationship with municipal council.

Organizational Leadership

- Practices leadership to provide vision and guidance to library staff, board members and the community.
- Contributes to effective decision-making regarding library services and resources.
- Manages meetings to optimize information sharing and decision making.
- Provides effective leadership of teams and stakeholders.
- Applies change management strategies to assure effective implementation of change and acceptance by all stakeholders.

Personnel Management

- Understands and applies legal standards and requirements for personnel/HR management.
- Develops HR policies that support a healthy work environment with employment laws and regulations.
- Establishes and maintains a fair compensation program.
- Engages in Human Resources planning to ensure the library has the staff capacity to meet the demands of the future.
- Creates an organizational structure that enables a culture of teamwork and exemplary service.
- Leads and empowers employees to deliver effective, high-quality library services.
- Contributes to a productive workforce through effective recruitment and selection.
- Engages staff in coaching conversations.
- Establishes effective strategies for performance management.

Customer Service Champion

- Manages the Library environment to enhance the user experience.
- Contributes to the development and evaluation of standards and practices for the delivery of quality service.
- Applies and models customer service skills to enhance the level of user satisfaction.
- Applies effective techniques to address difficult situations with customers.

Planning

- Designs and implements an ongoing planning process for the library.
- Develops and implements an operational plan based on the library's strategic plan.
- Performs ongoing evaluation to gauge the success of the strategic plan.
- Contributes to the planning efforts of the municipality and other community organizations.

Project Management

- Employs sound project management principles and procedures in the planning and implementation of programs and services.
- Leads project team with clear direction and effective communication.
- Monitors and evaluates projects and uses the results for project improvement.

Staff Training and Development

- Establish strategies and long-range initiatives to create a learning environment within the library.
- Plans for and supports staff development.
- Develops effective methods to evaluate learning initiatives.

Community Relations

- Measures library use in terms of community impact and value.
- Builds community-wide support for the library, using a variety of methods.
- Engages community in conversation.
- Champions community resilience and well-being
- Forms strategic partnerships with community organizations.

JOB DESCRIPTION

JOB TITLE: CHIEF EXECUTIVE OFFICER / CHIEF LIBRARIAN	
DEPARTMENT: Executive	REPORTS TO: Board of Directors
CLASSIFICATION: Executive Management Exempt	DIRECT REPORTS: Business Services Manager, Adult and Teen’s Services Manager, Youth and Children’s Services Manager, IT and Systems Manager, Programs and Communications Coordinator.

JOB SUMMARY
Strategizes, plans, and oversees the progressively successful operations of the Library through alignment of operating plans with the Board-approved strategic direction.

PRIMARY RESPONSIBILITIES	
<i>Strategic Direction</i>	<p>With the Board of Directors establishes strategic direction.</p> <p>With the management team plans and implements operational strategy and objectives.</p> <p>Establishes responsibilities and procedures for attaining objectives.</p> <p>Develops organizational policies to coordinate functions and operations between departments.</p> <p>Evaluates performance of the management team for compliance with the strategic direction and set objectives.</p> <p>Ensures organization’s compliance with various legislative bodies.</p>
<i>Human Resources</i>	<p>Develops and maintains human resources policies and procedures pertaining to hiring, training, and developing staff; appraising performance; administering salary and benefits; discipline and dismissal of staff.</p> <p>Participates in collective bargaining.</p> <p>Acts as liaison between the Union and the Board.</p>
<i>Financial Management and Accountability</i>	<p>With the management team, develops the operating plan and budget in accordance with the strategic objectives.</p> <p>Reviews financial activities and financial statements against operating plan and objectives. Recommends adjustments as necessary.</p> <p>Develops capital plan and budget.</p> <p>Identifies additional funding sources. Creates funding proposals for capital projects and develops business case for Board approval.</p> <p>Identifies, develops and nurtures partnership opportunities to generate additional revenue streams.</p> <p>With management team, identifies leaner operating methods for increased operational effectiveness and cost savings.</p>

Community Engagement and Public Relations	<p>Expands library's presence in and relations with the community, municipal council, funders, the media, related library and service associations and other stakeholders.</p> <p>Develops public relations policies to enhance community awareness of the library and increase library use.</p> <p>Manages the integration of the library as a key cultural player with other service providers and educational agencies.</p> <p>Makes presentations and attends events on behalf of the library.</p>
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OTHER FUNCTIONS	
Secretary and Treasurer to the Board.	Library spokesperson to the media, the community and City.
Manages and facilitates Board meetings.	Attends meetings and participates on committees as required.

EDUCATION AND TRAINING	
<p>Required</p> <p>Master of Library Science or Master of Information Science degree or equivalent.</p> <p>Bilingual, French and English, a definite asset.</p>	<p>Job Development</p> <p>Stays current with trends and technological advances in library services.</p> <p>Continuous self-learning.</p>

EXPERIENCE AND REQUIREMENTS	
Progressive management experience in a library CEO or similar role (5 years).	Human resources and labour relations.
Capital planning and maintenance.	Software and library technology.

ABIDES BY THE CORE COMPETENCIES OF THE ORGANIZATION	
1. Organizational Commitment	Ability and willingness to align behaviours with the needs, priorities, and goals of the organization.
2. Patron and Public Service Champion	Provides consistent superior service, ensures patron needs are recognized and served.
3. Commitment to Learning	Recognizes the importance of continuous learning and seeking new learning opportunities to improve skill level and performance.

4. Strategic Orientation	Develops plans and objectives. Prioritizes work in accordance with the organization's set strategies, objectives and goals.
5. Innovation	Questions existing methods, improves processes and recommends new perspectives and solutions.
6. Flexible /Adaptable	Reacts to and adjusts positively to change. Works effectively in a variety of situations.
7. Community Perspective	Keeps abreast of important trends that impact the organization in a community context. Understands the role of the library in a community environment.
8. Teamwork/Cooperation	Achieves common objectives by sustaining positive feelings and collaborative relationships.

SKILLS AND ABILITIES	
Communication and presenting, written and oral	Business, administrative and financial acumen
Change management and implementation	Delegating
Leadership development	Problem solving
Strategizing, forecasting and planning	Partnership and Community development

PHYSICAL REQUIREMENTS	
Computer and keyboard use	Frequent sitting, standing
Lifting library materials	Ability to travel and work flexible hours