



Perry Township Public Library

## JOB POSTING – Chief Executive Officer (CEO)

The Perry Township Public Library Board is in search of a Chief Executive Officer (CEO) to play a significant role in shaping and leading the future of library services in the Township. The Perry Township Public Library features a welcoming open-concept library, that is housed within the Emsdale Community Centre. Newly built in 2023, the Perry Township Public Library and Community Centre is a vibrant community and cultural hub, offering a comprehensive schedule of programs for all ages.

Reporting to the Perry Township Public Library Board under the authority of the Public Libraries Act, the CEO is responsible to the Board for the administration, organization and planning of all library operations and services in accordance with policies established by the Board; advises the Board and makes recommendations concerning new policies and services; serves as secretary to the board; serves as the board representative to the community, when directed by the Board, including professional organizations and government agencies. The CEO leads by example and shapes the culture of the organization, creating an environment that supports innovation, action, accountability and customer service. Additionally, the CEO works closely with Municipal Departments and members of the Senior Management Team.

This position is a permanent position (26 to 32 hours per week) and is established within the 5-step program, at \$28.48 to \$35.60 per hour, plus an additional \$1.36 per hour in lieu of benefits. The successful candidate upon hire has the option to join the OMERS pension plan.

A detailed job description and list of qualifications and skills may be obtained by visiting the Library's website at [www.perrylibrary.ca](http://www.perrylibrary.ca) or the Township's website at [www.townshipofperry.ca](http://www.townshipofperry.ca).

Interested candidates are invited to apply by submitting their resume with a cover letter via email in a PDF format by **4:30 p.m. on Monday May 5, 2025** to:

**Beth Morton, Clerk-Administrator**  
**on behalf of Margaret Ann MacPhail, Chair**  
**Perry Township Public Library Board at:**  
[beth.morton@townshipofperry.ca](mailto:beth.morton@townshipofperry.ca)

*We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.*

*The Township of Perry is an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Human Rights Code. The Township will provide accommodations throughout the recruitment, selection and/or the assessment process to applicants with disabilities.*



## JOB POSTING – Chief Executive Officer (CEO)

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The ideal candidate will demonstrate a proven track record of strategic leadership and financial accountability as well as a passion for creative thinking and innovative program delivery.

Situated just north of Huntsville, 2.5 hours north of the GTA, 1 hour south of North Bay, and 4 hours west of Ottawa, the Township of Perry is known as the true gateway to Almaguin Highlands and Northern Ontario. Located at the southernmost part of Almaguin Highlands and bordering the District of Muskoka, our Township, comprised of the villages of Emsdale and Novar and small, unique hamlets in between, provides the backdrop for the coveted charming and easy-going lifestyle enjoyed by all.

Whether you want to take a leisurely hike at Brooks Falls, visit one of our Community Parks in Emsdale or Novar, enjoy a scenic boat ride from one of the two boat launches, stroll through our dog park, or witness the magnificent snow on the OFSC Trail System, the Township of Perry has many four-season settings where you and your family can relax and enjoy yourself!

### **Position Summary**

Reporting to the Perry Township Public Library Board under the authority of the Public Libraries Act, the CEO is responsible to the Board for the administration, organization and planning of all library operations and services in accordance with policies established by the Board; advises the Board and makes recommendations concerning new policies and services; serves as secretary to the board; serves as the board representative to the community, when directed by the Board, including professional organizations and government agencies. The CEO leads by example and shapes the culture of the organization, creating an environment that supports innovation, action, accountability and customer service. Additionally, the CEO works closely with Municipal Departments and members of the Senior Management Team.

## **Duties and Responsibilities**

### **1.0 As Chief Executive Officer**

According to the *Public Libraries Act*, R.S.O.1990, c.P.44, Section 15 (2): "A board shall appoint a chief executive officer who shall have general supervision over and direction of the operations of the public library and its staff, shall attend all board meetings, and shall have other powers and duties that the board assigns to him or her from time to time."

### **1.1 Policy**

- (a) Carries out Board policies and directives.
- (b) Advises the Board on matters of policy. Recommends policies to meet the goals and objectives of the library and to the needs of the community for library services and facilities.
- (c) Reviews existing policies and recommends changes or additions.
- (d) Coordinates and participates in long-term strategic planning in conjunction with the Board.

### **1.2 Programs and Services**

- (a) Develops procedures for the implementation of Board approved policies and directives.
- (b) Plans, organizes, directs and evaluates library programs and services and allocates resources to ensure the efficient operation of the library.
- (c) Orders supplies, furnishings, and equipment in conjunction with the Township of Perry administration to take advantage of municipal purchasing programs for added cost savings.
- (d) Selects and acquires materials for the library collection.

### **1.3 Ensures that the collection is properly maintained and organized and that an effective collection control system is in place.**

- (e) Prepares and presents a monthly report of the library's activities, monthly statistics and items of concern or interest.
- (f) Prepares and distributes an annual report.
- (g) Arranges use of external facilities to provide programs/events/services.

### **1.4 Personnel**

- (a) Hires, promotes, and dismisses staff with approval of the Board.
- (b) Establishes and maintains personnel practices and directs the hiring, training and development, performance appraisal, salary administration, discipline and dismissal of staff, in accordance with provincial and federal legislation.
- (c) Recommends compensation levels and salary administration to the Board.
- (d) Advises the Board on Staffing Requirements.
- (e) Acts as a liaison between staff and Board.
- (f) Prepares work and vacation schedules, authorizes leaves of absence, and submits employee hours to the Township Treasurer.

### **1.5 Finance and Administration**

- (a) Directs the financial administration of the library to ensure cost-effectiveness of services and operations.
- (b) Assists the Township Treasurer in preparation of the annual operating and capital budgets of the library.
- (c) Assists the Township Treasurer in making applications for and administers grants including but not limited to the Annual Survey and Operating Grant.
- (d) Oversees the operation and maintenance of the library's physical facilities and equipment ensuring compliance with budgetary guidelines and Board policies.
- (e) Ensures all staff, contractors, and consultants work in a manner consistent with the Occupational Health and Safety Act and other such regulations and guidelines.
- (f) Maintains Board records with the assistance of the Township Treasurer related to finance, personnel, inventory, and annual reports.
- (g) Prepares deposits for miscellaneous funds received.

### **1.6 Public Relations**

- (a) Plans, coordinates and conducts an on-going public relations plan to inform the public about the library and its services.
- (b) Acts as a responsible liaison with other community organizations.
- (c) Deals with patron suggestions, problems and complaints. Keeps current on new developments, initiatives and technological changes in librarianship and advises Board of same.
- (d) Designs library website and social media and authorizes changes.

### **1.7 Additional**

- (a) Oversees the operation and maintenance of the library's physical facilities and capital equipment.
- (b) Maintains Health and Safety of Library.
- (c) Acts as liaison with the Ontario Library Service (OLS) and the Ministry of Tourism, Culture, and Gaming (MTCG).
- (d) Keeps abreast of new developments in the field of librarianship.
- (e) Monitors and manages all library materials.
- (f) Determines the organization of the library and library materials.
- (g) Collects and records fees and donations.
- (h) Instructs patrons in use of library equipment and provides reader advisory service.
- (i) Required to work outside normal library hours. I.e. special events, secretary for board meetings, etc.

### **2.0 As Secretary to the Board (as appointed)**

- (a) Performs the duties of Secretary to the Board in accordance with the *Public Libraries Act*.
- (b) Conducts the Board's official correspondence
- (c) Keeps minutes of every meeting of the Board, and its committees, and ensures

- distribution of minutes in accordance with Board policy
- (d) Prepares meeting agendas in consultation with the Board chairperson or Committee chairperson
  - (e) Notifies Board members of meetings
  - (f) Maintains files of library records and correspondence

### **3.0 Manages/Supervises Health and Safety Responsibilities**

- (a) Provide ongoing health and safety training of all Staff and members of the Board.
- (b) Ensure that every reasonable precaution for the protection of the worker is taken.
- (c) Apply/enforce all current safety policies and legislation.
- (d) Take corrective actions as necessary to ensure compliance with the rules.
- (e) Communicate any changes to workplace safety and work methods to staff.
- (f) Provide instruction to employees about safe work procedures.
- (g) Provide PPE for workers and require that it be used appropriately.
- (h) Where hazards are identified, ensure corrective action is taken at once.
- (i) Report all accidents immediately and investigate fully.
- (j) Ensure that Workplace Inspections are performed.
- (k) Respond to all recommendations from the Workplace Inspection Reports within 21 days, in writing.
- (l) Work in cooperation with the JHSC/Township of Perry HR department at all times.
- (m) Ensure 100% annual completion rate for all employees and members of the Board on Health & Safety Training.
- (n) Serve as a role model by always directing and performing work in a safe manner.

### **4.0 Team Building and Management**

- (a) Spearheads buy-in and support for the Library's vision and for all goals/objectives by communicating expectation and rationale and by monitoring and measuring progress and outcomes. Utilizes all opportunities to highlight the connection between overall strategy and day-to-day activities.
- (b) Provides direction to staff and measures their performance against achievement of goals and objectives.
- (c) Develops and empowers staff through delegation of responsibilities and accountabilities, through regular feedback, and by providing development opportunities and direction.
- (d) Ensures that there is a good fit between the employee and the job by developing employee competence, and by providing consistent communication, coaching and motivation.
- (e) Supports the performance management process within the organization, including coaching, open communication, training and the creation of development plans to build core competencies and personal effectiveness.
- (f) Promotes team and organizational effectiveness and proactively addresses morale, cooperation and productivity issues.
- (g) Works with the Board to develop and sustain a learning culture that embraces change and innovation.

- (h) Deals with employee relations issues based on a sound understanding of good management practices.
- (i) Fosters and maintains a working relationship with the Board.

## **5.0 Qualifications**

- (a) Master of Library and Information Science from an accredited university preferred or, at the discretion of the Board, the equivalent combination of a university degree plus library education, and experience in a public library setting.
- (b) Understanding of the framework for public library service in Ontario.
- (c) A minimum of three (3) years experience in a supervisory/managerial role related to public library management, including at least (2) years as Librarian, or as determined at the discretion of the Board.
- (d) Demonstrated understanding of emerging trends, new technologies, and advancements in public libraries and customer-centered service.
- (e) Proven history of partnering with community organizations in the provision of programs and services.

## **6.0 Additional Skills**

- (a) Comprehensive working knowledge of Applicable legislation/Acts/Regulations and the philosophy of public library services, standards, resources, and technologies.
- (b) Current events, books, authors, and publishing.
- (c) Professional practice in cataloguing and classification, as well as developing collections.
- (d) Organizing events.
- (e) Excellent administrative, organizational, problem-solving and research skills, with a proven ability to prioritize and exercise judgement.
- (f) Proven organizational, analytical, and project management skills.

## **7.0 Working Conditions and Physical Demands**

- (a) Work is conducted in a standard public library environment with stress and pressures associated with a CEO position.
- (b) Must be adaptable to perform under stress and when confronted with emergency situations.
- (c) Occasional exposure to customer complaints.
- (d) May work alone at times.
- (e) Work involves travelling to other Municipal buildings or off-site and out of town training.
- (f) The mental effort required is considerable and constant with frequent interruptions and deadlines.
- (g) Some sedentary work with no undue fatigue that involves sitting, but may require standing or walking for periods of time. Individuals must operate office equipment such as computers, copiers, faxes, scanners, and calculators. Sitting and working at

- repetitive tasks, as well as keyboard work. View computer screen for prolonged periods of time (up to 8 hours). Stooping, crouching, and reaching to low and high shelves. Pushing wheeled carts loaded with up to 100 lbs and climbing a short ladder.
- (h) Requires the ability to prepare and read a variety of reports, letters/correspondence, etc.
  - (i) Requires the ability to communicate effectively including explaining processes, instructions, and speaking before groups of people.
  - (j) Normal working hours are 26 to 32 hours per week with core working hours between 10:00 a.m. and 6:00 pm; Attendance at after-hours meetings and special programming events is required from time to time. May be required to work additional hours if volume and scope requires.

### **Salary and Benefits**

This position is a permanent position (26 to 32 hours per week) and is established within the 5-step program, at \$28.48 to \$35.60 per hour, plus an additional \$1.36 per hour in lieu of benefits. The successful candidate upon hire has the option to join the OMERS pension plan.

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