

## **Position Description**

### **Chief Executive Officer (CEO), Scugog Memorial Public Library**

**Updated: May 2025**

## **Applications**

Applications for this position will be accepted until 11:59 p.m. on Sunday, June 1, 2025. To apply, please e-mail a cover letter and resume to [boardchair@scugoglibrary.ca](mailto:boardchair@scugoglibrary.ca).

Interviews will be conducted between June 23-27, 2025. If you are unavailable to attend an interview during this period, please indicate this in your covering letter.

## **Accommodations**

The Scugog Memorial Public Library Board is committed to providing a barrier-free application process for all candidates. If you require an accommodation as part of the application process, please e-mail [boardchair@scugoglibrary.ca](mailto:boardchair@scugoglibrary.ca).

## **Position Statement:**

Reports to: Scugog Memorial Public Library Board

Salary Range: \$115,428 - \$143,819 (2025) - Township of Scugog Band B

Working Hours: 35 hours per week

Anticipated start date: September 2, 2025

The Scugog Memorial Public Library serves a rural community of 22,000 residents in the north Durham Region. The Library Board welcomes applications for SMPL's next CEO. Reporting to the Board, under the authority of Ontario's Public Libraries act, the successful CEO will be a champion for the Library in the community. They will provide strategic vision and leadership, as well as operational management. The CEO has an understanding of the community and its needs, and leads the library in a direction that improves the quality of life for Scugog residents.

## **General Duties:**

### **1. Leadership and Strategy**

- Leads the Scugog Memorial Public Library and ensures the organization meets or exceeds the performance expectations of all principal constituencies of the organization – customers, employees, Board, Council, and the community
- Ensures that the Library remains in step with professional trends and innovation, relevant to its customers.
- Evaluates and reports to the Board on the Library's financial, administrative and service performance.

- Provides strategic and operational leadership toward the ongoing development, delivery and sustainability of integrated services including alternate service delivery and a community development approach.
- Monitors use and trends, and recommends service modifications
- In collaboration with the Library Board, develops a strategic plan for the organization
- Ensures that the employees of the Library execute the strategic plan, with a focus on alignment between the mission, values, strategic priorities, goals, objectives, resource allocation and annual budgets.
- Leads by example and models problem solving skills and responsibility/ accountability through personal example and excellence.
- Develops and sustains an organizational culture that embodies open and two-way communication, customer focus, learning and innovation, accountability, equity and accessibility, teamwork, respect and trust.
- Acts, in accordance with Provincial Legislation, and as reflected in the current Library Board By-Laws as Secretary/Treasurer to the Library Board.

## **2. Fiscal Management and Governance**

- Contributes to, and reviews operating and service development plans, budgets, capital and expenditure budgets, and performance and compensation programs.
- Provides sound, responsible management of the organization and makes available to the Board and authorized parties all relevant information about the organization's financial position and any material change or fact.
- Directs finance & accounting functions by working with external accounting & audit firms.
- Acts as point of contact for vendors and negotiates service contracts.
- Seeks out applicable grant funding and ensures compliance with all related reporting requirements on successful grants.
- Collaborates with and provides appropriate levels of services and information to assist the Board in its governance role.
- Reviews and recommends policies to the Board and implements procedures for the effective management of the organization.
- Ensures Board members are fully apprised of trends and changes in the external environment that may impact the library's financial or service needs.
- Ensures that the Board is protected and is advised of any liabilities.

## **3. Asset & Communications Management**

- Collaborates with external providers to manage the physical assets of the Library facility and plans for timely maintenance, repair, disposal and replacement.
- Maintains and regularly updates the Board's Technology Plan and monitors the health of the Library's communications network and related equipment to ensure both patrons and staff benefit from properly upgraded and maintained services.
- Oversees selection and management of both physical collections and virtual resources.

- Coordinates marketing and communications plans and ensures all Library communications and digital platforms are consistent with branding and the Board's vision & values.
- Oversees administration of the Kent Farndale Gallery and the Kent Farndale Bursary for the Arts.

#### **4. Risk Management**

- Works in collaboration with Board and key business stakeholders to develop quality standards/protocols, public service policies and procedures, health and safety policies, and security protocols.
- Creates and maintains a business continuity plan for the Library which addresses risk mitigation, preparedness, response and recovery.
- Adequately maintains and protects organizational assets (human, physical and financial).

#### **5. Team Building and Management**

- Builds internal and external support for the Library's vision, goals, and objectives
- Supports staff development through delegation of responsibilities and accountabilities, providing regular feedback, and promoting development opportunities; celebrates organizational success with employee recognition and award programs
- Supports the performance management process within the organization
- Promotes team and organizational effectiveness and proactively addresses morale, cooperation and productivity issues.
- Sustains a learning culture that embraces change and innovation.
- Manages employee relations, and maintains a sound understanding of the collective agreement and good management practices.
- Fosters and maintains a working relationship with the Union Executive.

#### **6. Management of Relationships with Internal and External Partners**

- Identifies and maintains effective relationships with appropriate stakeholders such as other libraries, universities, research organizations, governments, agencies, businesses, media, non-governmental organizations, community leaders and related institutions on a provincial, national and international scale.
- Acts to promote the successes of the Scugog Memorial Public Library and the Township of Scugog.
- Gauges community needs by working independently in the community to create program and service proposals.
- Increases awareness of the Library's mission and values through participation in community and professional organizations.
- Maintains awareness of changes in legislation and environmental factors which might impact Library services, modes of operation or liability.

- Where there is benefit, collaborates with key partners, including the Township of Scugog, other government agencies, partners, vendors and community organizations and other external partners.
- Provides customer support and problem solving to internal and external customers/stakeholders.

## **Requirements**

### **Education**

- A Master of Library and Information Science degree, or equivalent
- Eight (8) years of experience with progressive responsibility within a public library, complex service organization, or other public sector organization

### **Recent and significant experience in:**

- Organizational leadership, strategic planning, service excellence
- Leading the development and delivery of innovative, progressive, and successful services and programs
- Strategic and business planning in libraries or other public organizations
- Management of operations, finance, public relations, marketing, and partnership development
- Management in a unionized work environment

### **Knowledge and expertise in:**

- Information retrieval, knowledge management
- Community network mapping
- Technologies relevant to the Library, including hardware and software
- Statutes, regulations and by-laws affecting the Library

### **Skills**

- Exceptional communication and presentation skills, both written and verbal.
- Project management, and project prioritization
- Ability to develop, maintain and expand successful community relationships and interact co-operatively with other governmental and non-governmental organizations to the benefit of the library system.