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Job Opportunity: Chief Executive Officer (CEO)

Are you a visionary leader with a passion for libraries and community engagement? The North Grenville Public Library is seeking an exceptional individual to serve as our Chief Executive Officer (CEO). As CEO, you will play a vital role in shaping the library's strategic direction, fostering innovation, and promoting a welcoming and inclusive environment for all patrons.

About the North Grenville Public Library:

North Grenville is a growing municipality south of Ottawa. The North Grenville Public Library (NGPL) is a hub and meeting place for the people of North Grenville, offering the resources and quality programming they need. More than that, it provides a safe and friendly space where people can come together, connect with others, and access such essential services as the Internet and printing. Our main Kemptville Branch is in the beautiful Norenberg Building, in the heart of Kemptville, and our Burritts Rapids Branch is in the historic Lockstation (Bridge House) by the Rideau River. Including the CEO, there are three full-time employees and nine part-time employees. As a catalyst for learning, discovery, and creativity, it is our mission to be a vibrant, accessible resource that builds and promotes an inclusive community by bringing together people and ideas.

About the Role:

As the leader of this important community hub, the CEO is committed to meeting the changing needs of the community and fostering a culture of collaboration and inclusion. Under the direction and guidance of the Library Board, the CEO provides strategic, financial, and operational oversight for the Library, in accordance with Library policies, the Public Libraries Act, and other relevant legislation. As the Secretary to the Library Board, the CEO attends all Board meetings and serves as the Library Board's representative to the Municipality, community partners, professional organizations, and government agencies. The CEO will seek out and secure funding opportunities through grants, partnerships, and donor engagement to support library initiatives.

Knowledge and Experience:

- Master's Degree in Library and Information Science or equivalent, with a minimum of five years of supervisory and management experience
- Knowledge of public library service in Ontario and legislated requirements for workplaces
- Financial management, including developing operational budgets, monitoring accounts, and writing grant proposals
- Proficient in using automated systems and online environments, with knowledge of website administration and social media platforms
- Human resource management, including the recruitment, training, management and evaluation of staff
- Understanding of risk management and the role it plays in such key areas as technology, cost-benefit analysis, and environmental safety
- Champion of customer service excellence, ensuring positive user experiences, the effective promotion of services, and ongoing evaluation and improvement
- Commitment to intellectual freedom, diversity, equity and inclusion
- Ability to communicate in French is an asset

Core Competencies:

- A collaborative and strategic leader, able to coach and motivate staff and strengthen connections with community partners
- Analytical and solutions-oriented, always looking for opportunities to improve systems and services
- Diplomatic and engaging communicator, able to present to varied audiences, verbally and in writing
- Versatile and hands-on team member, stepping in where needed and meeting multiple demands and deadlines

Annual Salary Range: \$86,905 to \$108,636 per annum, with a comprehensive benefits package.

How to apply:

If you are an enthusiastic and innovative leader with a commitment to serving the community, we encourage you to apply by sending your resume, with a cover letter explaining why this position is right for you, to hr@ngpl.ca with the subject line "CEO posting". For candidates who are selected for the interview phase, a Vulnerable Sector Police Check is required. This posting will be open until **September 8, 2023**.

The NGPL promotes the principles of diversity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. We encourage applications from women, Indigenous peoples, and persons of all races, ethnic origins, religions, abilities, sexual orientations, and gender identities and expressions. The NGPL provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted to proceed to the selection process, please advise us if you require any accommodation. We thank all applicants for their interest; only candidates selected for an interview will be contacted.

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.

The NGPL acknowledges that it operates on the un-ceded, and unsurrendered territory of the Anishnabek. We honour the historic relationship of the Haudenosaunee and Huron-Wendat peoples to this land. We recognize all First Nations, Métis, and Inuit who now call North Grenville their home. We respect and support the need for cultivating a strong relationship with all Indigenous peoples and we look forward to continuing this conversation and fostering the path towards reconciliation.