

**King Township Public Library is Hiring
Chief Executive Officer / Chief Librarian**

King Township is an idyllic countryside community of communities, proud of its rural, cultural and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy and celebrating our vibrant quality of life. As an organization, we are focused on providing superior customer service, quality programs and services, progressive leadership, responsible management, and staff that is empowered to achieve personal and organizational excellence in the delivery of municipal services.

Reporting to the Library Board, the Chief Executive Officer/Chief Librarian is responsible for the following:

- Developing a visionary plan to build organizational capacity; provide and maintain excellent library service throughout the four (4) branch system.
- Supporting the Board in its governance role; initiating and leading strategic planning processes on behalf of the board; preparing and monitoring the implementation of annual operating plans to ensure an effective library which is responsive to community needs and emerging trends (e.g. the increasing use of new technologies), and amending plans as required.
- Developing annual operating and capital budgets; presents draft budget to funders, e.g. the Board and Council, as required; seeking out additional sources of funding, especially for capital projects. Monitoring variances and amending operating budget accordingly.
- Developing, strengthening and fostering the Library's relationship with the municipality (Council and staff), businesses and community organizations, the media, other libraries; government ministries and agencies, professional organizations and potential funders.
- Acting as Secretary and Treasurer to the Board; arranging and attending all Board and Committee meetings, preparing agendas; is responsible for keeping of minutes and official records.

The successful applicant will:

- Possess a Master of Library and Information Science from an ALA accredited school, including demonstrated administrative and financial expertise as well as a strong working knowledge of relevant computer and telecommunications technologies.
- Have a minimum of 7 years of progressive management and supervisory experience.
- Have considerable political acumen and the ability to adapt to changing political circumstances.
- Be a strategic and innovative thinker with a demonstrated capacity for service planning, problem solving, results orientation, analytical skills and creativity.
- Be highly effective at facilitation, communication, interpersonal and presentation skills: proven success in communicating effectively with all audiences.
- Have demonstrated leadership skills with a team-oriented management style, ability to champion customer service excellence and delegating authority wisely.

Yearly wage range: \$136, 918 – \$166, 566 plus a comprehensive benefit package.

Qualified candidates are requested to forward their resume by **5:00PM on April 12** to:

Human Resources
2585 King Road, King City, ON, L7B 1A1
hr@king.ca

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.