



Job Title: Deputy CEO

Reports to: Director of Library and Community Services

Classification: Group 8: \$34.55 - \$40.65

The Deputy CEO manages the library on a day-to-day basis. This position is responsible for the supervision of staff to ensure efficient and comprehensive services are provided for the public based on their needs. This includes developing and mentoring staff to reach their highest potential to serve the community. The Deputy CEO assists the Director of Library and Community Services with library planning and development as required.

Duties and Responsibilities

1. Performs banking functions, including bank deposits, weekly reconciliations, and maintains petty cash, reimbursing staff as required.
2. Performs accounts payable functions including verifying and matching invoices with purchase orders and making necessary calculations; notifies suppliers of inaccuracies as necessary.
3. Maintains records of charitable donations.
4. Manages the operation of the library on a daily basis. Leads the library team and participates in other town committees as required. Directly supervises full-time and part-time staff. This requires acting as a mentor and leader to library staff as well as participating in hiring, orientation and performance development.
5. Leads library staff in the development, creation, execution and administration of library policies/procedures and ensures uniformity in their implementation.
6. Determines staff training needs and coordinates attendance at external training workshops and/or organizes train-the-trainer opportunities to ensure staff development goals are achieved.
7. Prepares monthly staffing schedule, managing coverage for vacation and other leave
8. Creates and manages filing systems; file correspondence and other documents. Files financial and employee records both in print and electronically.
9. When in the main building, answers telephone, routing calls, and taking messages; keeps updated lists of board and staff telephone number; provide information to callers regarding the services of the library.
10. Coordinates technical problems with the local IT providers.
11. Compiles and collates monthly statistics for Library Board reports, as well as annually for the annual report for library Board and Province of Ontario.
12. Maintains and posts notices on doors, issues news releases and advertisements as directed alerting users to holiday closings.
13. Prepare agendas, minutes, memos, correspondence, reports, update policy books used by Board and community;

14. Prepare and make available Board meeting packages as per Library policy, arrange regular Board meetings.
15. Record minutes of meetings as assigned and transcribe notes.
16. Track and order library general supplies and office supplies.
17. Prepares monthly community newsletter.
18. Assist with on-boarding for new employees.
19. Other duties as assigned.

Formal Qualifications

- Master's degree in library and information studies or willing to obtain in a timely fashion and minimum 3 years' experience working in a public library.
- A successful completion of a Vulnerable Sector Screen.
- Willingness and ability to travel when required.

Preferred Skills

- Proficiency in computer use and knowledge of general software programs, electronic databases, social media and library automation systems.
- Excellent communication and interpersonal skills.
- Experience coaching and training staff, including conflict management and an ability to maintain effective working relationships at all levels.
- Proven ability to execute projects and plans in a timely manner.
- Approaches problems with curiosity, creativity and an innovative mindset.
- Knowledge of library trends, including those relating to collections and library services.
- Excellent problem solving skills.
- Customer service oriented and experience
- Excellent presentation skills.

Working Conditions

1. Works 70 hours per two-week period, including assigned evenings and/or weekends.
2. Work may be somewhat stressful when meeting deadlines and organizing multiple activities.
3. Adheres to all legislation, policies and procedures applicable to the position (e.g. Health and Safety, Human Rights, library policies, etc.).