

## **Draft** Schedule C

### Role and Responsibilities of Library CEO

**In accordance with the Public Libraries Act, the Chief Executive Officer ( CEO) is appointed by the Board to “have general supervision over and direction of the operations of the public library and its staff, shall attend all board meetings and shall have the other powers and duties that the board assigns ...from time to time.**

The Library CEO is responsible for the overall management of the Library. The Library CEO will promote effective information flow between the City, the Council, the staff and the Board.

The range of responsibilities and duties include:

- Leading and directing staff and ensuring effective Human Resource Management
- Directing all library facilities, programs and services
- Developing, implementing and monitoring operating, capital and project budgets
- Developing, implementing, and monitoring strategic, operational and work plans
- Developing, implementing, and monitoring governance, framework and operational policies and procedures
- Ensuring optimal customer service; addressing patron issues and concerns
- Liaising with provincial Ministries and service agencies
- Liaising with City as service provider
- Liaising with Friends of the Library and Library Foundation
- Marketing and promoting the Library to the City, community, and local media
- Enhancing financial performance through revenue-generation and fund-raising
- Ensuring effective labour relations through compliance with Union Contract
- Coordinating facility maintenance and capital improvements
- Managing tenant relations
- Monitoring government legislation and regulations
- Representing the Library on City and community committees and projects

While the Library CEO is the employee of the Board, their compensation, benefits, and other entitlements shall be provided through the City.