

## **Library Director of Gibsons and District Public Library (GDPL) Job Description**

Reporting to the Library Board, the Library Director provides vision and leadership to the Library, and plans, organizes and directs all areas of its operations to effectively achieve the Library's mission, vision and values. The Library Director oversees the strategic planning, policy and financial frameworks as established by the Board.

The Library Director ensures that all library functions are carried out in accordance with established policies. Serves as secretary to the board and makes recommendations and presents reports to the Board; manages staff; sets standards for collection development and programming; and promotes and represents the Library in the community, regionally, provincially, nationally and to other appropriate organizations.

### **Primary Responsibilities**

#### **Board of Directors**

1. Advises the Board on matters of policy. Recommends policies to meet the goals and objectives of the library and to meet the needs of the community for library services and facilities.
2. Carries out Board policies and directives; reports to the board at each board meeting on the development and deployment of Library business.
3. Reviews existing policies and recommends changes or additions.
4. Coordinates and participates in strategic planning in conjunction with the Board.
5. Acts as a liaison between staff and Board.
6. Oversees Secretarial Duties to the Board including
  - i. Keeps minutes of every meeting of the Board and ensures distribution of minutes in accordance with Board policy.
  - ii. Prepares meeting agendas, in consultation with the Board chair.
  - iii. Notifies Board members of meetings and ensures that a meeting space is available and the necessary arrangements are made.
  - iv. Coordinates the organization of the Annual General Meeting.
  - v. Conducts the Board's official correspondence as required.
  - vi. Maintains files of library records and correspondence.

## **Programs and Services**

1. Develops procedures for the implementation of Library policies.
2. Plans, organizes, directs and evaluates library programs and services to ensure they align with strategic objectives. Allocates resources to ensure the effective and efficient operation of the library.
3. Oversees collection development to ensure alignment with strategic plan goals as well as proper maintenance and organization.
5. Prepares and distributes an annual report.

## **Human Resources**

1. Establishes and maintains personnel practices and directs the hiring, training and development, performance appraisal, salary administration, discipline and dismissal of staff, in accordance with provincial and federal legislation and the union agreement.
2. Responsible for negotiating and administering the collective agreement.
3. Advises the Board on staffing requirements.

## **Finance**

1. Directs the financial administration of the library to ensure cost-effectiveness of services and operations.
2. Prepares the Library annual operating and capital budgets and presents to the Board for approval. Provides the Board with financial statements and other financial reports as required.
3. Serves as a signing officer of the Board.
4. Makes applications for and administers special grants.

## **Public Relations**

1. Plans and coordinates an on-going public relations program to inform the public about the library and its services.
2. Acts as a liaison with other community organizations. Takes advantage of community activities, public speaking engagements and opportunities for community outreach.
3. Responds to patron's suggestions, problems and complaints.

## **External and Partnerships**

1. Acts as a liaison with the provincial government agency responsible for British Columbia public libraries, InterLINK, BC Libraries Cooperative, BC Library Association and professional associations.
2. Liaises with the GDPL Foundation and provides support and direction as required.
3. Seeks opportunities to partner with other community organizations to provide most effective and efficient services to community members.

## **Other**

1. Oversees the operation and maintenance of the library's physical facilities and capital equipment.
2. Keeps abreast of technological change and new developments in public libraries.
3. Willingness to work outside of normal working hours. Ability to travel out of town for meetings or as required.