

WOODSTOCK PUBLIC LIBRARY JOB POSTING

Director of Library Services / Deputy CEO Full-time (Temporary, up to 13 months)

DATE: March 28, 2025

REPORTS TO: Chief Executive Officer

HOURS OF WORK: Thirty-five (35) hours per week.
May include evenings and weekends.

NATURE OF POSITION:

The Director of Library Services / Deputy CEO is responsible for ensuring the provision of quality customer service to library patrons and visitors. Guided by the Library's Mission and Vision, the Director will provide support to the Chief Executive Officer and lead Library staff in pursuit of identified goals and objectives. The Director provides overall leadership to public service functions and is responsible for ensuring patrons make the greatest use of the library by providing services, collections, and programs that fulfil the goals of the Library's Strategic Plan.

As per article 2.01 of the collective agreement between the Woodstock Public Library Board and C.U.P.E. Local 1146-Library Unit, this position is excluded from the bargaining unit.

QUALIFICATIONS:

1. Master's Degree in Library Science from an ALA accredited library school.
2. Minimum of five (5) years of relevant library experience with supervisory responsibilities.
3. Extensive experience managing a team and developing effective relationships, both internally and externally, with the public, community stakeholders, and all levels of government as applicable.
4. Excellent oral and written communication skills.
5. Excellent supervisory skills, including the ability to train staff and promote teamwork.
6. Ability to develop and control budgets.
7. Excellent understanding of emerging trends, new technologies, and advancements in information service and public libraries.
8. Knowledge of public library best practices and relevant legislation, specifically the Public Libraries Act (PLA).
9. Organizational, analytical, and project management skills.
10. Ability to lead, manage, and adapt to change effectively.
11. Demonstrated proficiency in the development of policies and procedures.
12. Demonstrated commitment to customer service excellence.
13. Strong technical knowledge including Integrated Library Systems and office software.

DUTIES AND RESPONSIBILITIES:

1. Hires, trains, promotes, evaluates, coaches, disciplines, demotes, and terminates unionized staff in accordance with the provisions of the collective agreement.
2. Leads and empowers employees to deliver effective, high-quality library services.
3. Identifies best practices and implements and communicates related workflows and procedures.
4. Evaluates the effectiveness of daily operations and manages statistical tracking and reporting.
5. Administers the Board's Collection Development Policy for all books, media, and digital collections.
6. Provides guidance and direction to supervisory staff to identify appropriate opportunities, resources, and timing to act in support of the Library's vision, mission, and strategic plan.
7. Develops and implements an effective Health and Safety program for all staff in accordance with the requirements of the Occupational Health and Safety Act.
8. Participates in the development of operating and capital budgets for the department in conjunction with the CEO. Monitors departmental expenditures and vendor performance.
9. Liaises with vendors and consultants providing goods and services to the Library.
10. Participates in collective bargaining.
11. Attends meetings and confers with supervisory staff and the Chief Executive Officer to coordinate work and exchange information.
12. Works with Senior Team, the Marketing Librarian and Public Services staff in the planning and implementation of marketing and public relations initiatives.
13. Prepares reports, grant applications, and statistics.
14. Attends Library Board meetings and prepares and presents reports.
15. Represents the interests of the Library with the public, the media, internal and external partners, and patrons.
16. Meets with customers and community groups to market library services, evaluate effectiveness of current services and assess needs for future services.
17. Maintains awareness of emerging trends in the delivery of public library services.
18. Recruits, trains, evaluates, and coaches all library volunteers for various functions.
19. Addresses and resolves customer concerns and complaints.
20. On emergency calling list with the alarm monitoring company.
21. Provides general support to the CEO and assumes the duties and responsibilities of the CEO in their absence.
22. Attends conferences, webinars, and special events to remain current in the field.
23. Other duties as assigned.

WORKING CONDITIONS:

Usual office environment. Frequent contact with the public. Moderate physical effort required including handling of materials of moderate weight, pushing and pulling of carts, etc.

SALARY RATE AND RANGE: \$84,358 - \$105,440 annually

APPLICATION DEADLINE: Tuesday, April 22, 2025, 4:00 p.m.

Interested persons are requested to submit a cover letter and resume to:

Ms. Lori Peixoto
Administration Assistant
Woodstock Public Library
445 Hunter Street
Woodstock ON N4S 4G7
lpeixoto@mywpl.ca

The Woodstock Public Library thanks all those who apply. Only those candidates selected for an interview will be contacted.

Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Personal Privacy Act.

The Woodstock Public Library Board is an Equal Employment Opportunity Employer.