



# RECRUITMENT

## EXECUTIVE PROFILE: EXECUTIVE DIRECTOR

VANCOUVER ISLAND REGIONAL LIBRARY

Job Posting



## EXECUTIVE PROFILE

# EXECUTIVE DIRECTOR

VANCOUVER ISLAND REGIONAL LIBRARY



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## EXECUTIVE PROFILE

# EXECUTIVE DIRECTOR

VANCOUVER ISLAND REGIONAL LIBRARY

## ORGANIZATIONAL OVERVIEW | OUR STORY

As a regional system, Vancouver Island Regional Library (VIRL) covers a vast geographic area, from Sooke and Sidney in the south to Port Hardy, Haida Gwaii and the Central Coast. Our system, the fifth largest in British Columbia, totals more than 42,000 square kilometres and includes a mix of urban, rural, and remote communities that work together to ensure exemplary library services for all our members.

Each of our member jurisdictions contributes to a pooled budgeting system, as mandated by the Library Act. With this model, VIRL is able to leverage economies of scale, discounted prices on library materials, and a robust eLibrary with the very latest in ebooks, audiobooks, streaming and downloadable music, movies and TV, and online learning opportunities.

VIRL uses a floating collection, which means that no matter where someone lives, they can request any title in our collection and have it delivered to their branch. This model ensures equity of access for all VIRL cardholders and means they can take advantage of the entirety of our collection. We focus on providing the highest quality titles, both in print and digital formats, for all of our cardholders.

Our branches reflect how people are changing the way they interact with their libraries. 21st Century libraries must balance the traditional services we have always provided with the flexible spaces, new technologies, digital resources, and exciting programming that people expect today.



[OUR PATH AHEAD - YOUTUBE](#)



## EXECUTIVE PROFILE

# EXECUTIVE DIRECTOR

## VANCOUVER ISLAND REGIONAL LIBRARY

### OUR MISSION, VISION AND VALUES

#### MISSION

To enrich lives and communities through universal access to knowledge, lifelong learning, and literacy.

#### VISION

To develop strong library branches that are vital community destinations for knowledge, inspiration, innovation, and renewal.

#### VALUES

##### LEADERSHIP & INNOVATION

Provide excellence in library services through open communication, teamwork and cooperation, respect and recognition, education and learning, and by incorporating innovative solutions in a quality library environment.

##### STEWARDSHIP & ACCOUNTABILITY

We have been entrusted with public resources, and we optimize these resources through responsible and effective management and fiscal integrity.

##### INFORMATION & LITERACY

We believe in the importance of informed and literate communities, and we provide services and programs to support lifelong learning.

##### INTELLECTUAL FREEDOM

We advocate for the right to freedom of expression and free exchange of information and ideas in a democratic society, within the laws of Canada. VIRL endorses the Canadian Federation of Library Association's position statement on Intellectual Freedom and Libraries.

##### COLLABORATION & PARTNERSHIPS

We foster collaboration and partnerships in our communities to promote lifelong learning and universal access to increase the Library's capacity and diversity.

##### TRADITION & TECHNOLOGY

We value the tradition of the library and the legacy of the printed word, and embrace the benefits that modern technology provides.







## POSITION RESPONSIBILITIES

### GENERAL

Reporting to Vancouver Island Regional Library Board, under the authority of British Columbia's Library Act, the Executive Director functions as Vancouver Island Regional Library's Chief Librarian. The Executive Director provides strategic, visionary and inspirational leadership, in collaboration with the Library Board, and in the spirit of the Board's foundational documents. The Executive Director evolves Vancouver Island Regional Library's (VIRL's) Mission, Vision, and Values. As spokesperson and representative of VIRL, the incumbent establishes and promotes an organizational image that is flexible, impactful and relevant. The delivery of library services by a Regional Library Board is neither a Municipal nor a Regional District local government service. As defined by Part 3 of the Library Act, the Executive Director:

- a) Has general supervision and direction of the regional library district and its staff,
- b) Is the secretary to the library board, and
- c) Has the powers and duties the library board assigns to the chief librarian from time to time.

The Executive Director reports to the Board of Trustees on all aspects of library services including but not limited to: strategic planning, fiscal and financial matters as well as stakeholder, partner and community relations and emerging trends and issues. Promoting a resilient and sustainable library service for an expansive and diverse geographic Service Area, including bricks 'n' mortar libraries as well as e-Resource library services to all branches. The Executive Director seizes opportunities to deliver community expectations through staff engagement and innovation. The incumbent is responsible for strategic, tactical and operational efficiencies consistent with the Board's mission, vision and values based on the following key principles:

- Develops and augments strategic alliances and partnerships with key community stakeholders, fostering the value and relevance of VIRL within the community and province.
- Leads by example and shapes the culture of the organization, creating an environment that supports action, accountability, innovation and customer service.
- Maintains a deep knowledge of industry trends and developments designed to demonstrate the organization's relevance and value as a community resource.
- Recommends business strategies and plans designed to achieve short and long term objectives.
- Bears responsibility for the preparation of all financial plans, resources and budget targets.
- Oversees all operations and business activities to ensure they produce the desired results and are aligned with the Strategic Plan.
- Ensures the organization is fiscally and ethically responsible and adheres to all legal requirements and approved Policies.
- Leads and motivates subordinates to advance employee engagement designed to maintain high functioning and performing teams.
- Inspires and supports an environment of continuous improvement and growth.

## REPRESENTATIVE DUTIES

### LIBRARY BOARD SUPPORT

- Ensures that all Trustees are provided with an overview of their role, duties and responsibilities including the distinction between developing policies, procedures and strategic plans by the Board of Trustees versus operations relative to the service as a whole and to the service area of individual Trustees.
- Provides regular updates on service delivery, financial, and operational performance, relative to the system as a whole and to the service areas of the individual members.
- Advises and counsels the Board on operational, financial and industry matters.
- Supports the development and implementation of a strategic plan.

### LEADERSHIP & STRATEGY

- Leads VIRL and ensures the organization is dedicated to excellence and has a steadfast commitment to meet or exceed the performance expectations of all constituencies of the organization, its customers, employees and the Board.
- Understands and evaluates professional trends and ensures VIRL remains at the forefront of innovation thereby safeguarding relevancy to its customers.
- Evaluates and reports on services, administrative, financial and performance metrics that are compared to appropriate benchmarks.
- Guides the Executive Leadership Group (ELG) as it develops and presents service metrics, changes and proposals to the Board. Nurtures an ELG that is capable of leading corporate-wide change management and business improvement initiatives.
- Develops strategic initiatives for operational and service improvements.
- Recommends special projects to achieve strategic objectives.

### LIBRARY SYSTEM PERFORMANCE

- Ensures that VIRL maintains a risk assessment process which encompasses objectives, key business risks, control and or management procedures and compliance.
- Monitors developments in library services, developing long range service delivery goals, and identifying long range service delivery challenges.
- Implements Board Policies and communicates Board decisions to the organization or targeted employee groups.

- Provides decisive direction and leadership to coordinate and support the achievements of operational and strategic goals and initiatives.
- Analyzes performance and market data, identifying key issues and addressing opportunities for improvement.
- Developing VIRL's human capital by modelling leadership, diplomacy, effective recruiting, constructive evaluation of performance, and training programs.
- Ensures that labour relations practices and principles are firm, fair and friendly.
- Adjusts organizational structure and reporting relationships to maintain an effective and progressive organization.
- Ensures that technology and enterprise systems support the organizations strategic and service delivery goals.
- Recommends facility and capital development priorities.

### FINANCIAL MANAGEMENT & GOVERNANCE

- Ensures that the financial management systems accurately record and report relevance of VIRL information in a timely and useful format.
- Prepares and submits annual budget proposals and effectively allocates resources consistent with the board approved service delivery plan.

### ADVOCACY & PUBLIC RELATIONS

- Represents the Board and the organization to local and provincial officials, media, and other organizations, community partners, groups, and individuals.
- Maintains effective professional relationships in the regional, provincial and national industry communities which contribute to the stature and development of the system.
- Establishes and maintains an effective media and public awareness campaign.

### CONSOLIDATED FACILITIES MASTER PLAN

- Ensures all current and future locations create a safe and efficient work environment that improves business performance and optimizes staff productivity.
- Engages with community members, internal resources, architects, lawyers and construction personnel to oversee the delivery of new or refreshed facilities.



## SPECIFIC REQUIREMENTS

### EDUCATION & EXPERIENCE

- Minimum eight years' experience in senior level public administration position(s) in a Canadian context, preferably in a library or not-for-profit setting or with an organization that delivers optimum, regional public service to a diverse geographic area. (Experience with outreach service to remote and rural communities an asset.)
- Master's Degree in Public Administration or the successful completion of an A.L.A. approved graduate degree in librarianship (MS, MLS, MLIS) or a combination of relevant experience and education.

### KNOWLEDGE, SKILLS & ABILITIES

1. Demonstrated management and leadership qualities and achievements.
2. Proven record in leading a successful, customer service driven organization in a regulated, public sector or not-for-profit environment.
3. Excellent communication, public speaking and interpersonal skills.
4. Strong understanding of corporate finance, reporting and performance management principles.
5. Familiarity with diverse business functions such as marketing, public relations, finance etc.
6. Thorough knowledge of current, general and public administration practices, including automated systems, communications, labour relations and collective bargaining.
7. An entrepreneurial mindset with demonstrated outstanding organizational and leadership skills.
8. Critical thinking, organizing and analytical abilities with demonstrated problem solving skills.
9. Proven ability to work creatively and flexibly in a large and complex organization.
10. Demonstrated ability to predict, understand, define and respond to customer needs.
11. Sound technical skills including practical application of MS Office applications.
12. Valid BC driver's license and may be required to provide use of personal vehicle.
13. Satisfactory completion of a Criminal Record Check: Vulnerable Sector.



### RELATIONSHIPS & REPORTING

- Reports to the VIRL Board through the VIRL Chair;
- Is the direct supervisor for all members of the Executive Leadership Group including the Executive Assistant;
  - Deputy Executive Director/COO
  - Director, Library Services & Planning
  - Director, Finance
  - Director, Corporate Communications & Strategic Initiatives
  - Director, Human Resources
- May represent the organization at community or industry functions including on relevant committees or inter-agency task forces.

### WORKING CONDITIONS

General administrative duties for this Exempt position are performed in an office/business environment however travel to other VIRL locations (or potential VIRL Locations) will be required. Off-site duties may include exposure to construction or remediation situations.

All duties are carried out adhering to the regional libraries policies, procedures, standards and resources and within provincial legislation and regulations. (IE: Library Act, Worker's Compensation Act, Human Rights Act and any relevant Collective Agreement.)



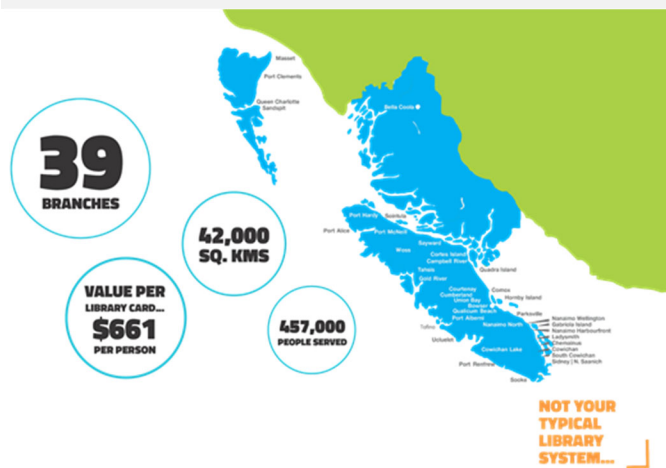
## EXECUTIVE PROFILE

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VANCOUVER ISLAND REGIONAL LIBRARY

## WORK, LIVE & PLAY

Home to British Columbia's historic capital, ancient rainforests, and carefree surf towns, our sprawling Vancouver Island is dotted with eclectic communities begging to be explored.



The Island stretches for 460 kilometres, from the ornate colonial capital of Victoria in the south to Cape Scott's windswept beaches and rocky headlands at its northern tip. Along with the Gulf Islands, this rugged paradise combines old-growth forests, snowcapped mountains, and untamed shorelines to create one of the planet's most diverse ecosystems. Experience world-class whale watching, birding, and fishing, or just let your worries drift away in the waves of the Pacific.

Vancouver Island is renowned for wild, untamed beaches that are an idyllic summer sanctuary, and a hub for storm-watching and surfing in the winter.

In addition to its endless list of hiking, camping, and paddling adventures, the Island offers ample opportunities to unwind on its scenic golf courses and lush vineyards. From the vibrant craft beer culture of Victoria and manicured grounds of Butchart Gardens to the raw beauty of its remote shores, the rhythm of Island life will stay with you long after you leave and will always beckon you to return.

## HOW TO APPLY

Submit your Resume and Cover Letter in confidence to the Director of Human Resources at [DirectorofHR@virl.bc.ca](mailto:DirectorofHR@virl.bc.ca)

Your detailed cover letter should include a brief description of why this opportunity is of interest to you and what you believe you can bring to this role. Your CV should provide information outlining your current and previous roles, education, training, professional bodies or associations, residency status and contact information.

**Reference No.: EX2021-20, Executive Director**







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## WORK WITH US!

**Thinking of starting a new chapter in your career? Let VIRL be part of your story.**

Vancouver Island Regional Library has over 400 employees and serves over 430,000 people through 39 branch locations on Vancouver Island, Haida Gwaii, Bella Coola on the central mainland coast, and through our eLibrary at [www.virl.bc.ca](http://www.virl.bc.ca).

We offer a challenging and supportive work environment that allows employees to make a real difference in their communities, while maintaining a healthy work-life balance. You'll interact with customers who value their library services, and colleagues who love what they do.

You'll be part of a regional team that serves individuals and families through a variety of in-branch and online services. VIRL looks for team members with enthusiasm and dedication – professional librarians and staff who strongly believe in exceptional customer service, while balancing individual and group goals.

Vancouver Island Regional Library is committed to fostering, cultivating, and preserving a culture of diversity and inclusion. All qualified applicants will receive consideration for employment regardless of age, ethnicity, gender identity or expression, language, national or Indigenous origin, family or marital status, political affiliation, race, religion, sexual orientation, or socio-economic status.

As an equal opportunity employer, should you require any accommodations due to a disability please let us know at the time you are selected for an interview.

## STRONG LIBRARIES. STRONG COMMUNITIES.

