



Chief Executive Officer

Located within the broader GTA, in southern Simcoe County, Bradford West Gwillimbury offers a return to small town charm while being one of the country's fastest growing communities. The Library is located in a vibrant, thriving community that possess a sense of pride and where community spirit prevails. The Bradford West Gwillimbury Public Library is a community-focused, single branch Library in a growing community, reflected in the increasing demand for library services.

The Chief Executive Officer is responsible for the leadership and general management of the of Bradford West Gwillimbury Public Library and Cultural Centre acting as the key advisor and liaison to the Library Board by supporting and assisting the Board in its governance and strategic planning roles.

Duties and Responsibilities

- Leads, coordinates, manages and oversees the work of all library departments, ensuring delivery on the Board's policy direction, and effective and efficient service delivery.
- Ensures legislative compliance, sound stewardship and fiscal management of the Library.
- Directs the preparation of the Library's budget, providing recommendations with respect to both current and capital budgets, and exercises financial control over approved appropriations for all library departments.
- Recommends policy/program plans, service levels, strategic and business plans and communicates and implements Board decisions.
- Provides leadership that inspires a positive workforce that takes pride in its responsiveness and service excellence.
- Participates in collective bargaining negotiations, grievance and dispute resolution processes and ensures employees are working within the provisions of the Collective Agreement
- Acts as an ambassador with the local municipal community and a champion of the Board's policies and plans.

Key Competencies and Qualifications

- Masters of Library and Information Science
- 5 to 10 years of executive management and leadership experience, preferably in a public library sector.
- Previous experience working in a unionized environment and significant labour relations experience including negotiations and grievance response.
- Successful track record working with Board members, elected officials and staff.
- Demonstrated knowledge of library and managerial best practices and a solid understanding of the benefits of optimizing technology.
- Thorough working knowledge of various relevant Federal and Provincial statutes and regulations including the Ontario Public Libraries Act, the Freedom of Information and Protection of Personal Privacy Act, the Occupational Health and Safety Act, and the Copyright Act.
- Collaborative and empathetic leadership approach combined with strong communication skills that support the ability to build and lead strong teams with integrity.
- Demonstrated strategic and critical thinking, political acuity in a political and community service environment.
- Effective problem-solving skills, and adept at change management and building consensus.
- Demonstrated proficiency with information technology including Microsoft Office Suite.
- Availability to attend evening and/or weekend meetings or other events as required.
- Ability to provide a satisfactory Criminal Record and Judicial Matters Check upon hire.

The position offers a salary range of \$127,401 to \$159,251 (2024 rates) based on a 35 hour workweek plus a competitive benefit package.

Qualified applicants are encouraged to click [here](#) to submit an application through the applicant tracking system. Closing date for this position is October 4, 2024.

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

The Bradford Public Library is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.

The Bradford Public Library is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.