

Job Opportunity

The Corporation of the Town of Orangeville
invites applicants for the position of

Chief Executive Officer, Orangeville Public Library Community Services Department (Full-time position, 35 hours per week)

Located on the north-west edge of the Greater Toronto Area, less than one hour's drive from Toronto and yet only moments away from the unspoiled, natural beauty of the Niagara Escarpment, the Town of Orangeville ("Town") offers an excellent combination of location, small town charm and urban amenities. Situated in the picturesque natural setting of the Hills of Headwaters, Orangeville is home to over 30,000 residents and is the largest urban community and regional service centre within the County of Dufferin. Orangeville is a great place to raise a family, with an excellent quality of life and a strong sense of community. The Town is committed to a values-based, thriving and collaborative work environment that supports our employees' success. Our values of respect, integrity, teamwork, and excellence (RITE) aren't just words—they're what we live by every day. They shape how we work together, do what is "RITE", make decisions, and support each other. These values form the foundation of our workplace culture, driving us to grow stronger as a team and better serve our community. Our employees are passionate about delivering high-quality programs and services to our residents and are proud to contribute to making Orangeville one of the exceptional places to live in Canada.

Due to an upcoming retirement, there is an opportunity for the position of Chief Executive Officer, Orangeville Public Library. Reporting to the Orangeville Public Library Board and with accountability to the General Manager of Community Services, the Chief Executive Officer will serve as a member of the Town's Management Team and provide visionary and operational leadership across two branches: the historic downtown Mill Street Library and the Alder Recreation Centre branch.

You'll manage a \$2.3 million operating budget and lead a dedicated team of over 30 library staff, supporting innovation, accessibility, and exceptional public service.

This role reflects the Library's Strategic Plan themes:

- Discover: Advance library services through makerspaces, digital literacy, and technology-rich programming. Foster a culture of learning and creativity that keeps Orangeville on the leading edge of modern library service.

- Soar: Invest in staff development through training in communication, service excellence, and diversity, equity, and inclusion (DEI). Create a culture of high performance, collaboration, and community pride.
- Connect: Build strong partnerships with local organizations, schools, equity-deserving communities, and other Town departments to expand our reach and impact. Position the library as a hub for dialogue, discovery, and belonging.

Job Duties:

- Serve as the professional advisor to the Library Board, supporting governance, policy development, and strategic planning.
- Facilitate orientation for new Board members and provide ongoing education for all members.
- Develop, implement, and maintain a strategic plan that aligns with the Library Board's mission and directives.
- Engage with community groups to assess their needs and foster positive relationships with community leaders, organizations, and individuals. Maintain strong connections with other libraries, the Ontario Library Association (OLA), Ontario Library Service (OLS), and library associations at provincial and national levels.
- Provide council reports, participate in the town's leadership team, and leverage technology for communication and engagement.
- Lead and shape a strong inclusive and positive organizational culture within the library; oversee senior staff and direct reports, including recruitment, supervision, performance management, and training.
- Assume responsibility of the library building and contents, advising on future improvements and coordinating repairs and maintenance through the facilities team.
- Contribute to facility renovations and expansions as part of the project management team.
- Anticipate trends and set strategic directions through goal and objective setting; stay informed of current trends and developments in the field to apply them effectively.
- Prepare and present the 5-year Operating and 10-year Capital budgets to the Library Board for approval, submit them to the council, and manage operations within these budgets.

Qualifications:

- Master's degree in library and information science, or equivalent post graduate education.
- Seven (7) years of progressively senior level management experience in a public library including supervisory experience.
- Demonstrated experience preparing, implementing, and monitoring strategic plans and managing extensive capital and operating budgets.
- Demonstrated experience working with an appointed Board of Directors.
- Knowledgeable about the library field and trends with an emphasis on customer service and technological best practices.
- Demonstrated leadership, supervisory, organizational, and time management skills with the ability to manage multiple projects effectively.

- Excellent written, verbal communication and presentation skills with experience working with a variety of audiences including the public, stakeholder groups, the library board and town council.
- Strong computer proficiency (Microsoft Office, social media, library management systems) and a positive, community-focused attitude with excellent partnership and community development skills.
- Superior interpersonal, public relations, negotiation, conflict management and consensus-building skills.

Successful candidates will be required to complete a background check, including but not limited to a Criminal Record and Judicial Matters Check, in accordance with the duties of this position.

Salary Range: \$151,933.78 - \$177,741.03, Band 15 on the Town's 2025 Salary Pay Grid, plus a comprehensive benefits package

Qualified candidates are invited to apply no later than 4 p.m. on **July 11, 2025**. Applications may be submitted online, or in person to the Town Hall located at 87 Broadway, addressed to Human Resources. Please do not email your application. Please note that only those who are selected for an interview will be contacted by Human Resources.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions. When requested, applicants are required to provide a Police Record Check as a condition of their offer of employment. Police Record Checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job posting qualifications.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Town of Orangeville, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Orangeville. Questions about this collection should be directed to the Manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.