

Library Director GIBSONS AND DISTRICT (BC) PUBLIC LIBRARY



Located at the south end of the Sunshine Coast (mainland BC), just north of Vancouver, Gibsons (population: 4,605) is a charming town with a vibrant core. Perched on a hillside, it overlooks a harbour and faces nearby islands in Howe Sound. Gibsons is 16km/10mi from Vancouver, via a 40-minute ferry ride from West Vancouver.

Gibsons has earned international recognition: it was recently named the "Most Liveable Community under 20,000" (2009) in a world-wide competition by the UN-backed International Awards for Liveable Communities. Gibsons is also recognized as a leader in sustainable planning and development. Our community is surrounded by beautiful mountain scenery and seaside charm. If you enjoy outdoor recreation, there are abundant opportunities for a wide range of activities including golf, sea kayaking, sailing, mountain biking, hiking, cross country skiing, fresh and saltwater fishing, and beachcombing. It has an active arts community and beautiful gardens. The climate is milder than most, in Canada.

The Gibsons and District Public Library provides library services for people in the Town of Gibsons, and rural areas of Elphinstone, West Howe Sound, and Roberts Creek, a combined population of almost 12,000. It is governed by an independent Public Library Association Board, and funded primarily by local government. GDPL is a partner in the Public Library InterLINK network of libraries. Because of the nature of the small public library, the Director must be a generalist and fully competent to manage all aspects of a successful library, including collection, services, programs, community outreach, financial management, technology and the facility.

The Gibsons and District Public Library requires a dynamic library innovator as its Director to:

- Provide strategic direction in alignment with the Library Board's goals and support for the delivery of library services within the library's service area.
- Act as liaison between the Board and Staff
- Work collaboratively with other community organizations and library users to build partnerships in the community.
- Prepare administer and monitor annual operating and capital budgets and assures that operations are cost effective
- Liaise with all levels of governments and organizations on matters related to the Library services, including the Libraries Branch of the BC Ministry of Education, Public Library InterLINK, BC Libraries Cooperative, BC Library Association and other professional associations.
- Plan, organize, direct and evaluate library programs and services to ensure they align with strategic objectives. Allocate resources to ensure the effective and efficient operation of the library.

- Ensure risk management and liability exposures are addressed and monitored.
- Manage a staff of 6.9 ftes and make recommendations to the Library Board on staff complement and organization structure and works within a unionized environment.
- Oversee the operation and maintenance of the library's physical facilities and capital equipment.

Qualifications:

- Master's Degree in Library & Information Science or equivalent
- 3 – 5 years of progressively more responsible experience in a library leadership role
- Complete competence and comfort with all aspects of offering a successful library service (collection, services, programs, community outreach, financial management, human resources, technology, strategic planning, facility management).
- Demonstrated commitment to skill and knowledge development
- Demonstrated strong leadership, strategic planning, administrative and managerial skills
- Demonstrated success in achieving innovative change.
- Demonstrated strong interpersonal and communication skills, both oral and written

Salary Range \$65,000-\$70,000

Key Facts 2016

Population	11,761	On-site Visits	93,233
Total Budget	\$ 657,050	Virtual visits	31,284
Circulation	162,963	Programs and Outreach	475
Ebook and audio downloads	15,619	Program Attendance	6,526
Total Staff (FTE)	8 (2015 figure)	Registered Members	6,255

To Apply: Send your resume, a covering letter outlining how your qualifications match the requirements of the position, and the names of three references. Please include a one-page summary of your view of the challenges and opportunities ahead for the public library in a rapidly changing world.

The Board prefers to receive submissions in Microsoft Word compatible format only, sent to: gdplsearch@gmail.com

Application Deadline: August 15, 2017

The Gibsons and District Public Library appreciates your interest and thanks all of those who apply. Only those candidates selected for an interview will be contacted. The search will continue until a successful candidate has been found. Please be advised that you may not hear from us until after September 5, 2017.

Related Documents:

Annual Reports: <http://gibsons.bc.libraries.coop/about-us/library-information/annual-reports/>
 Strategic Plan: <http://gibsons.bc.libraries.coop/about-us/library-information/strategic-plan/>

Library Director of Gibsons and District Public Library (GDPL) Job Description – UNDER REVIEW

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.