

Chief Librarian of Gibsons and District Public Library (GDPL) Job Description

Reporting to the Gibsons and District Public Library Board, the Chief Librarian is responsible for the administration, organization and planning of all library operations and services in accordance with policies established by the Board; advises the Board and makes recommendations concerning new policies and services; serves as secretary to the Board; and serves as the Board's representative to the community, to professional organizations and to government agencies and funders.

Duties and responsibilities

I. As Chief Librarian

Policy and Planning

1. Carries out Board policies and directives.
2. 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.
3. Reviews existing policies and recommends changes or additions.
4. Coordinates and participates in long-term planning in conjunction with the Board.

Programs and Services

1. Develops procedures for the implementation of Board policies and directives.
2. Plans, organizes, directs and evaluates library programs and services and allocates resources to ensure the effective and efficient operation of the library.
3. Acquires materials for the library collection and ensures that the collection is properly maintained and organized.
4. Reports to the board on the delivery of programs and services.
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.

2. Is responsible for negotiating and administering the collective agreement.
3. Advises the Board on staffing requirements.
4. Acts as a liaison between staff and Board.

Finance

1. Directs the financial administration of the library to ensure cost-effectiveness of services and operations.
2. Prepares and administers the annual operating and capital budgets of the library and 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.
3. Responds to patron's suggestions, problems and complaints.

Other

1. Oversees the operation and maintenance of the library's physical facilities and capital equipment.
2. Acts as a liaison with the British Columbia Libraries and Literacy branch, InterLINK and professional associations.
3. Keeps abreast of technological change and new developments in public libraries.

II As Secretary to the Board

1. Keeps minutes of every meeting of the Board and ensures distribution of minutes in accordance with Board policy.
2. Prepares meeting agendas, in consultation with the Board chair.
3. Notifies Board members of meetings and ensures that a meeting space is available and the necessary arrangements are made.
4. Coordinates the organization of the Annual General Meeting.
5. Conducts the Board's official correspondence as required.
6. Maintains files of library records and correspondence.