

Policy 1.2

Chief Executive Officer / Chief Librarian

Accountability

The Chief Executive Officer/Chief Librarian (hereinafter referred to as the CEO) is accountable to the Board.

Authority

The CEO has the authority to carry out the duties of the office within the framework of the bylaws, policies, plans, and budget approved by the Board. In addition, the CEO has the authority to review, employ, discharge, and promote full and part-time employees of the Library. The CEO may also enter into contracts, agreements, and grants on behalf of the Library, providing they are aligned with the overall policies and budget of the Library.

Position Summary

- The CEO works with the Board to provide strategic leadership and vision in the delivery of high quality public library service.
- The CEO plans, organizes, and directs all facets of the Library operations to meet the needs of the communities for public library services within the strategic, policy, and financial framework established by the Board.
- The CEO is Secretary to the Board.
- The CEO shall be designated as the Head for purposes of the *Freedom of Information and Protection of Privacy Act (FOIPPA)*.

Key Job Responsibilities

Executive Liaison

- Keep the Board informed of relevant developments in governance, issues, and library and information services that may impact the Board and library service.
- Ensure that the Board is protected and advised with respect to liabilities.

Operations Planning and Management

- Ensure that high quality service is delivered in person or electronically.
- Establish an annual work plan consistent with the Board's strategic plans.
- Provide quarterly reports of achievement of strategic plan objectives, analysis of variances and recommendations for modifications and future considerations.
- Develop a strong and effective senior management team to ensure that the human resources, financial and operational components of the organization focus on meeting goals and objectives of the Board's strategic plan.
- Execute those responsibilities assigned to the CEO by the relevant provincial legislation and the policies of the Board.

Financial Management

- Develop an annual budget consistent with the Board's strategic plans and financial guidelines established by the Board, seek alternate means of revenue generation, and maintain overall financial responsibility for the Library system.

Membership

- Participate in professional associations at the local, provincial, and national level as appropriate.

Governance and policy

- Provide leadership, guidance and support to the Board in effective board governance and policy setting for library services and programs.
- Ensure that appropriate policies are considered by the Board as an employer of choice and service provider.

Leadership

- Provide leadership in strategic planning with the Board and key stakeholders to ensure that current directions are articulated with clear goals and key success factors.
- Position the Library system as a leader in innovative library services.

Relationships with other Organizations

- Ensure further developments and enhancement of the Library's role by building and maintaining positive working relationships with appropriate community agencies, educational institutions, and municipal and provincial bodies.

The CEO is not a member of the Board and therefore has no vote, but has the right to speak on all matters under consideration.

Approved by the Greater Victoria Public Library Board:
Reviewed by the Policy & Program Development Committee:

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October 16, 2007