



## Chief Executive Officer Job Description

**Legal References:** Public Libraries Act, R.S.O. 1990

**Policy References:** LB 01 Vision and Mission  
LB 03 Board Job Description  
LB 05 Delegation of Authority  
LB 08 Strategic Plan

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The Chief Executive Officer (CEO) of the Stratford Public Library is both the CEO of the Stratford Public Library and the Library Director within the administration of the City of Stratford. The CEO reports directly to the Stratford Public Library Board. The CEO is accountable to the Stratford Public Library Board for the organization and operation of the Stratford Public Library. All Board authority delegated to staff is delegated through the CEO.

The CEO advises the Stratford Public Library Board and recommends actions to address current emerging issues and trends to ensure that the Stratford Public Library policies and programs result in the attainment of the Board's vision and mission.

The areas of responsibility of the CEO include, but are not limited to:

### 1.0 Commitment to Patrons and Provision of Excellent Library Services

- 1.1 Demonstrates commitment to excellence in provision of library services.
- 1.2 Demonstrates care for and commitment to patrons.
- 1.3 Promotes mutually respectful relationships between staff, and between staff and patrons.
- 1.4 Provides guidance, focus and leadership to ensure the provision of excellent library services.
- 1.5 Takes the necessary steps to provide a safe and caring environment in the Library.
- 1.6 Takes the necessary steps to provide facilities that enable the provision of excellent library services.

## **2.0 Library Leadership**

- 2.1 Provides leadership in all matters relating to library services in the Stratford Public Library.
- 2.2 Ensures that patrons of the Stratford Public Library receive services in accordance with appropriate guidelines for library service in the City of Stratford.
- 2.3 Demonstrates positive and proactive leadership that has the support of the staff with whom the CEO works most closely.
- 2.4 Develops and maintains positive and effective relations to ensure the library staff function as an effective and cohesive group.
- 2.5 Develops and maintains positive and effective relations with staff at the provincial and local government levels.
- 2.6 Provides leadership to promote clear, consistent expectations that focus on successful provision of excellent library services.
- 2.7 Undertakes professional development related to the role of the CEO.

## **3.0 Fiscal Responsibility**

- 3.1 Ensures that the fiscal management of the Stratford Public Library is in accordance with the City of Stratford's regulations and procedures, recognizing that the Library's Treasurer is also Treasurer of the City of Stratford.

## **4.0 Compliance Mandate**

- 4.1 Ensures that Stratford Public Library is operated in compliance with all legal and board mandates and timelines.
- 4.2 Reports to the Board as required by Board policy or administrative procedure.

## **5.0 Planning**

- 5.1 Provides leadership for the development of the strategic plan identified in Board Policy LB 05.
- 5.2 Ensures involvement of the Board members in the strategic planning process.
- 5.3 Reports regularly on the progress made toward realizing the strategic plan.

## **6.0 Personnel Management**

- 6.1 Has overall authority and responsibility for all personnel-related issues, save and except those personnel matters precluded by Board policy or legislation.
- 6.2 Ensures effective systems are in place for the selection, supervision, development, and performance review of all staff.
- 6.3 Makes succession plans to ensure strong future leadership and staffing for Stratford Public Library.

## **7.0 Policy / Procedures**

- 7.1 Facilitates the planning, development, implementation, review, and evaluation of Board policies.
- 7.2 Provides leadership in the planning development, implementation, review and evaluation of administrative procedures.

## **8.0 Chief Executive Officer / Board Relations**

- 8.1 Establishes and maintains positive working relations with the Stratford Public Library Board.
- 8.2 Supports the Stratford Public Library Board in performing its role and facilitates the implementation of its role as outlined in Board policy.
- 8.3 Communicates effectively with the Stratford Public Library Board and individual board members.

## **9.0 Communications and Community Relations**

- 9.1 Establishes effective communication strategies to keep Stratford Public Library Board informed of: key monitoring reports; volunteer and staff successes; local issues; and Board decisions.
- 9.2 Ensures that open, transparent and positive internal and external communications are in place.
- 9.3 Ensures that Library patrons and all Stratford residents have the opportunity to provide appropriate advice on the provision of library services and the extent to which the needs of the patrons, residents, and the community are being met.
- 9.4 Participates in community affairs in order to enhance and support Stratford Public Library Board and promote personal and community development through the use of services provided by the Stratford Public Library.

## **10.0 Public Relations**

- 10.1 Establishes effective recognition programs and strategies to ensure that internal and external audiences are aware of volunteer, staff and Stratford Public Library Board successes.