

Job Description

Position: CEO / Librarian	Date: April 8, 2026
Reports to: Library Board	

Purpose:

Reporting to the North Kawartha Public Library Board, the (CEO) Chief Executive Officer/Librarian is responsible for providing and facilitating library services to the patrons of North Kawartha Public Library, as required by legislation under the Ministry of Citizenship, Culture and Recreation, *Public Libraries Act R.S.O. June 1990*; and the policies and procedures as established by the North Kawartha Public Library Board. This position provides operational and staff supervision for the Library, serves as Secretary to the Board, and may engage in other duties from time to time as assigned by the Board.

Duties and Responsibilities:

1. Responsible for the efficient administration, organization and planning of all library operations and services in accordance with policies established by the Board, while ensuring adherence to the Library Strategic Plan.
2. Perform the duties of Secretary to the Board in accordance with the Public Libraries Act, R.S.O. 1990, s 15, c3 and the by-laws and policies of the North Kawartha Public Library Board.
3. Prepare the Board meeting agenda in consultation with the Library Board Chair and attend all meetings as required.
4. Responsible for orientation and training of Board Members and acts as liaison between Board Members and staff.
5. Work with the Treasurer and Board to develop and apply Library personnel policies, procedures and terms of employment which conform to Provincial and Federal legislation. Establish and maintain human resources practices and direct all hiring, orientation, training and development, performance appraisal, job evaluation, salary and wage administration, discipline (and with Board approval) dismissal of staff.
6. Maintain awareness of developments in government legislation and Municipal trends with the assistance of SOLS and Municipal Staff.

7. In conjunction with the Treasurer and Technical Services Coordinator, prepare and administer the North Kawartha Public Library budget. In conjunction with the Treasurer and NKPL Board administers Library Reserves.
8. Recommend library policies, procedures and systems necessary to ensure that effective controls are in place to operate the Library Service and protect the financial affairs of the North Kawartha Public Library.
9. Provide advice and assistance to the North Kawartha Public Library Board and Staff regarding financial issues as they may affect Library Service operations.
10. Ensure that budget guidelines approved by the North Kawartha Public Library Board and Council are followed and maintained.
11. Administer Library Service contracts as required.
12. Maximize and coordinate the use of Library resources, ensuring the two library branches operate as a cohesive municipal Library Service. Provide recommendations to the Board to improve library services and implement assessment tools to determine the ongoing interests of the community.
13. Posts Library Board Agendas and Minutes to the website.
14. Prepares the Annual Survey for the Minister of Culture in conjunction with the Treasurer and Technical Services Coordinator.
15. Provides information for the preparation of the Charitable Tax Return for Revenue Canada in conjunction with the Treasurer and Auditors.
16. Verify, code and initial approval of billings for Library Service expenditures and submit these to the Treasurer in an accurate and timely manner.
17. Responsible for collection development and maintenance including selection, ordering, cataloguing and weeding of materials. Ensure the collections are up-to-date and meet the needs of the community.
18. Responsible for the circulation desk.
19. Assist all patrons by providing reference information, reader advisory services and assistance with locating materials.
20. Maintain Library ILS database.
21. Develop programming, cultural and outreach activities in collaboration with staff.
22. Assist in coordinating fundraising activities in cooperation with the North Kawartha Public Library Board and staff. Receive all donations of materials and coordinate the sale of materials for fundraising purposes.
23. Manage interlibrary loan system - borrowing and lending through RS4G Internet System using Canada Post as the delivery system.
24. Proctor exams as required.
25. Deposit funds received for Library Service in conjunction with Township staff and provides a cash receipts report to the Treasurer. Maintains Petty Cash.



26. Volunteer coordination: recruits, orients and trains volunteers for the Library Service. Recognize volunteers through an annual appreciation event.
27. Seeks out and attends appropriate training for professional development.
28. In conjunction with the Library Board is responsible for the library building interior maintenance as set out in the MOU with the Township.
29. Order supplies, equipment and furnishings for the provision of Library Service as approved per budget.
30. Produce and maintain any forms, records, reports and correspondence as required.
31. Ensure the confidentiality of all information in accordance with the Municipal Freedom of Information and Privacy Act.
32. Responsible to adhere to the Occupational Health & Safety Act and Library Health & Safety Policy and to ensure that employees under their supervision adhere to the same.
33. Other duties as assigned.

Supervision:

This position requires the incumbent to supervise and direct the work of staff within the North Kawartha Public Library Board, including Apsley and Woodview Branches. This includes the Technical Services Coordinator, Programming Coordinator, Branch Librarian, Library Clerk, occasional staff and volunteers.

Working Relationships:

Internal:	NKPL Board	
	Municipal Staff	Colleagues
	Volunteers	
External:	General Public	Municipal Libraries
	Outside Vendors	Associations
	County	Municipal /Provincial Government

Skills and Competencies:

- Strong computer literacy
- Excellent oral and written communication skills
- Strong organizational and multi-tasking ability
- Visual and mental concentration to perform tasks
- Self-directed with ability to work independently

- Decision making and problem-solving ability
- Financial literacy
- Customer service expertise
- Exceptional attention to detail
- Ability to prioritize tasks
- Works as a team player, contributes to the overall success of the library
- Ability to work autonomously or cooperatively in a team environment
- Time management skills and ability to work under deadlines/stress
- Strong leadership ability

Knowledge, Training and Qualifications:

- Combination of post-secondary education in Library and/or Excel Certificate in managing a small library and/or equivalent experience.
- Three to five years' related experience.
- Knowledge of library services, Provincial/Municipal legislation and Public Libraries Act considered an asset.
- Knowledge of and ability to utilize a broad range of technology and devices.
- Prior experience with Integrated Library Systems considered an asset.
- Knowledge and experience using a wide range of computer programs such as: MS Office (Word, Outlook, Excel, Access, PowerPoint), Accounting software.
- Valid Class G driver license.

Scope:

- a) *Financial* – Responsible for preparing, recommending and presenting annual operating and capital budgets for North Kawartha Library as referenced in this document to the Library Board for approval. Responsible for tracking, monitoring and working within the confines of the annual approved budgets, and alerting the Library Board of any relevant discrepancies versus annual operating and capital budgets.
- b) *Operational* – Executive responsibility for assessing, planning, implementing, monitoring and evaluating all programs and services offered by the municipality in relation to North Kawartha Libraries as referenced in this document.



- c) *Human Resources* -- Responsible for supervising and directing the work of approximately 1 full-time, 4 part-time employees and volunteers including scheduling and conducting annual performance appraisals.

Working Conditions:

Typical climate-controlled office environment with occasional travel to other Township buildings and other libraries. Work activities require visual and mental concentration for intermediate durations of time. Office hours, Tuesday through Saturday. Occasional lifting and carrying of items weighing more than 20 lbs (i.e. boxes of books & office supplies). Occasionally stressful when serving the public and stakeholders: may be exposed to conflict and emotionally charged situations. Requirement to juggle priorities, meet deadlines, verbally communicate to exchange information, deal with constant interruptions and changing demands during the course of a working day.

Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.

Reviewed by:

Employee

Date

Chair of the Library Board

Date