

# Chief Executive Officer Marathon Public Library

The Marathon Public Library services a rural population of approximately 3,500. The library is comprised on one branch located in the centre of town. Marathon is located on the north shore of Lake Superior in the District of Thunder Bay.

The Mission of the Marathon Public Library is to create an environment where expertise, information, technology and space can connect. We are a gathering space which advances discovery through learning.

Under the direction of the Marathon Public Library Board , the CEO supports and assists the Board in its governance and strategic planning roles. The CEO represents the library at municipal events and in the community and is the key link at the staff level. They will build and nurture strategic alliances with relevant community services.

The new CEO will ensure that a solid infrastructure is maintained, facilities, funding and staff, collections and programs.

## **Required Qualifications:**

- a MLS/MLIS, or BA plus relevant training, or Library Excel Certificate and relevant experience
- administrative, human resources, program and budget experience
- experience in strategic and operational planning
- demonstrated success as a motivator of staff and in establishing good internal communications and staff involvement
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- demonstrated leadership and problem-solving skills
- excellent oral and written communication skills and comfort in representing the library in a range of forums demonstrating diplomacy and negotiation skills
- a desire to be an integral part of Marathon community to grow with the library system.

## **Duties and Responsibilities:**

- Anticipates community needs for library services in a rapidly changing environment. Initiates and leads strategic planning process on behalf of the board; prepares annual operating plans to ensure an effective library which is responsive to community needs

and emerging trends. Monitors implementation of operating plans, variances, and amends plans.

- Develops annual operating and capital budgets; seeks out additional sources of funding, monitors variances and amends operating budget accordingly.
- Develops standards and performance measurements and regularly reviews programs and services to ensure that they continue to meet the demonstrated needs and are provided in the most cost-effective manner.
- Directs the personnel function by maintaining personnel practices; hiring, training, and developing staff; appraising performance; administering salary and benefits; discipline and dismissal of staff.
- Develops and strengthens the library's relationship with the municipality, the community, the media, other libraries, government ministries and agencies, professional organizations, and potential funders.
- The CEO will act as a secretary and treasurer to the Board, and advisor to the Board assisting in areas of Board development, strategic planning, advocacy and policy development. The CEO will implement the Board's vision and policies and assist the Board with its own development and growth.

**Compensation:**

- The Marathon Public Library offers a competitive salary. In addition, the library offers a benefit plan and participates in the OMERS pension plan.

For your safety and the safety of others, you will be required to demonstrate, in writing, that you are fully vaccinated for COVID 19.

**Application Procedure:**

- To apply for this position, please prepare a results-oriented resume outlining your achievements and listing your previous positions. Please submit the above no later than 4:00pm on December 15, 2021 to:

Tamara Needham  
Marathon Public Library  
22 Peninsula Drive  
Marathon, Ontario P0T 2E0

Phone: 807-229-0740

Fax: 807-229-3336

email: [marpublib.ceo@outlook.com](mailto:marpublib.ceo@outlook.com)

- Interest in the position is sincerely appreciated, however only applicants to be interviewed will be contacted.