



CHIEF EXECUTIVE OFFICER

Looking to grow your career? The Fort Erie Public Library is a progressive, vibrant employer currently looking for a Chief Executive Officer (CEO) ready to take the next significant career step with an organization that puts staff first, fosters pride among our team members by helping them pursue opportunities, knows how to leverage partnerships and manage our resources for productive growth.

Reporting to the Fort Erie Public Library Board, the CEO is responsible for effectively administering a three (3) branch medium sized public library in accordance with Library Board directives. This includes acting as Secretary/Treasurer of the Board by reporting to and advising the Board on matters pertaining to policy and planning, staffing, budgets, programs, services, property and equipment. The office for the CEO is located at the Fort Erie Centennial Branch, with regular visits to the Stevensville and Crystal Ridge branches of the library. The salary for this position starts at \$128,983, plus benefits and pension.

To be successful the CEO will have:

- Degree in Business or Public Administration (e.g. BBA Bachelor of Business Administration, MBA, MPA) and/or Masters of Library Science degree from an accredited university or equivalent.
- Minimum five years Senior Management level experience.
- Excellent verbal and written communication skills.
- Demonstrated superior relationship-building and interpersonal skills required to work effectively with the numerous stakeholders of the library including but not limited to; the general public, unionized and non-unionized staff, volunteers, members of Town of Fort Erie Council and staff, contractors, vendors and suppliers and Board members.
- Proven experience managing and working within a team environment.

If you are interested in being considered for this position, please submit a complete resume and cover letter detailing your suitability by **August 31, 2024**, to careers@fepl.ca with the subject line Chief Executive Officer.

The Fort Erie Public Library only accepts electronic applications prior to the advertised deadline in response to an advertised opportunity. We do not accept paper applications.

While we appreciate the interest of all applicants, we only contact those moving forward in the interview process. In addition to an interview, the selection process may include a practical assessment, competency evaluations, reference checks and a background verification including academic credentials, credit rating and vulnerable sector check. We encourage interested applicants to refer to the following links to obtain additional information on this position:

- [CEO - Position Profile](#)
- [CEO - Core Competencies](#)

The Fort Erie Public Library is committed to ensuring a workforce that reflects the community we serve and to promoting a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace. We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.