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PERMANENT VACANCY

POSTING #: 20-224EXT
POSTING DATE: October 23, 2020
CLOSING DATE: November 6, 2020

JOB TITLE: Library Board Officer (Board Governance Administrator)

LOCATION: City Librarian's Office
Toronto Reference Library, 789 Yonge St.

STATUS: Permanent Full-Time – EXEMPT

HOURS PER WEEK & SCHEDULE OF WORK:

35 hours per week.

THE ORGANIZATION:

The Toronto Public Library is North America's busiest urban public library system, with 102 locations across the City. The Library's vision is to be recognized as the world's leading library by informing and inspiring Toronto and its communities, making us all more resilient, more knowledgeable, more connected and more successful.

The Library's mission is to provide free and equitable access to services which meet the changing needs of Torontonians. The Library preserves and promotes universal access to a broad range of human knowledge, experience, information and ideas in a welcoming and supportive environment.

JOB SUMMARY:

The Library Board Officer is a key position in the City Librarian's Office (CLO), with overall responsibility for the management of the CLO and all administrative responsibilities relating to the Library Board. The position reports directly to the City Librarian.

DUTIES:

- Assumes primary responsibility for the management of general operations of the City Librarian's office, including all administrative responsibilities related to the Library Board
- Reviews reports for the Library Board for content, appropriateness, language, etc., makes changes as necessary and refers back to the author
- Compiles required briefing material for Library Board, City Council and other meetings
- Directs the preparation and distribution of Library Board minutes
- Reviews and analyzes Library Board and Council agendas and reports, identifying items that will impact on operations and initiates necessary action to respond to these items. Maintains records regarding outstanding reports
- Monitors the implementation of recommendations adopted by the Library Board
- Provides tracking and follow-up on Library Board directives and initiatives of the City Librarian's office
- Undertakes research, analysis and other special projects related to the City Librarian's office as assigned, formulates feasible options and prepares initial draft report
- Provides liaison between the Library Board, Council and the City Librarian's office, responding to enquiries and initiating appropriate action
- Responds to enquiries from members of the public, the media, other government agencies and employees

- Establishes priorities and organize workload efficiently to ensure effective operation of City Librarian's office
- Reviews and coordinates the processing of correspondence and reports and anticipates and initiates responses on behalf of the City Librarian
- Prepares and/or coordinates speech, presentation material and meetings for the City Librarian
- Coordinates the human resources requirements of the City Librarian's office including supervision and development of support staff

QUALIFICATIONS:

- Substantial experience in a senior administrative position (minimum five to ten years)
- Extensive knowledge of the requirements and operations of the Library Board or similar Council or Executive Board experience
- Demonstrated ability to conduct research and prepare reports, correspondence and presentation material
- Exceptional communications and interpersonal skills, with the ability to communicate verbally and in writing with all levels of staff, members of the Library Board and City Council, external organizations, members of the public and the media
- Ability to organize workload, handling multiple and diverse projects and priorities with initiative and attention to detail and deadlines
- Proven ability to exercise independent judgment and discretion when dealing with confidential matters, including labour relations material
- Strong computer skills including ability to use MS-Office suite of tools.
- Ability to supervise and develop staff; experience in a supervisory role preferred.
- Knowledge of municipal operations

SALARY: \$88,979.80 to \$104,540.80 (Wage Grade 6.5)

HOW TO APPLY:

E-mail your cover letter and resume, quoting the Job Posting # to Diana Parker at dparker@tpl.ca. We thank all applicants and advise that only those selected for an interview will be contacted.

The Toronto Public Library invites applications from all qualified individuals. The Library is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity.

Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.