

# CEO Kitchener Public Library



## **Position Profile and Candidate Brief**

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3080 Yonge Street, Suite 6060 | Toronto, ON | M4N 3N1 | [LESP.ca](http://LESP.ca)

# Introduction

I am delighted to present this Position Profile for **CEO**, prepared on behalf of the Kitchener Public Library.

I trust that this document will provide you with all necessary background information on the City of Kitchener, the Kitchener Public Library, a position profile, and an outline of the search process we will be leading on behalf of the organization.

Please feel free to contact me if you require any additional information about the position or if you need clarification on any aspect of the search process. Further details about the Kitchener Public Library are available on the [Kitchener Public Library website](#).

On behalf of Legacy Partners and the Kitchener Public Library, I would like to thank you for your interest in this position. I can always assure you of my prompt and full attention.

Yours sincerely,



Kartik Kumar, Partner

Legacy Executive Search Partners

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# City of Kitchener and Waterloo Region Overview



[Kitchener](#), the Region's largest city, is a hub of urban activity. With a history of industry and a community that works together, entrepreneurship is in its very roots.

Small businesses and start-ups make up a large portion of the workforce helping to drive the culture of innovation. Enjoy numerous outdoor festivals as well as exciting cultural and community events [downtown](#)

year-round. Or you and your family can learn to ski at [Chicopee](#), or take in a show or sporting event at one of the City's major venues.

Neighbouring [Waterloo](#) is home to two of the highest-ranked universities in the country and attracts some of the best and brightest talent from around the world. Think tanks like the [Perimeter Institute of Theoretical Physics](#), [Centre for International Governance Innovation](#) and the [Mike and Ophelia Lazaridis Quantum Nano Centre](#) are helping to translate great ideas into some of the most successful and innovative businesses in the country.

Within a 15 minute drive to the west one can enjoy the peaceful rural landscape, comprising of the townships of [North Dumfries](#), [Wellesley](#), [Wilmot](#) and [Woolwich](#) or drive a little further to attend a world-class performance at the [Stratford Festival](#). The area is dotted with many distinct towns and historic communities as well as farms and markets offering homemade sausages, maple syrup, apple butter, cheese and Mennonite furniture and quilts.

With a population of more than 630,000 people, Waterloo Region is one of the fastest growing areas in Ontario. But it remains a community of communities, connected by [high-quality transit](#), [cycling and walking trails](#) and the scenic [Grand River](#).



# About Kitchener Public Library

*We are not just about books, and growth is on the agenda!*



**Kitchener Public Library** is known for leading public library innovation in Canada, with creative and influential programs and services like “Borrow the Internet” (the first public WiFi lending program in Canada), professional recording and production studios (including its own record label), cultivating bees on our green roof to support 85Green nutritional learning, and establishing a scholarship program for Racialized or Indigenous staff to attain their Master in Library and Information Science degree. Through diverse perspectives and programming, Kitchener Public Library provides spaces for all to flourish, whether through community, creativity, experience, or learning.

The library boasts five locations located throughout the city including the award-winning Central Library near the downtown core. A sixth fully net-zero library is scheduled to open in 2025. The library has 102,000 active members and welcomes 1.2 million visitors each year and has been fully fines-free since 2021.

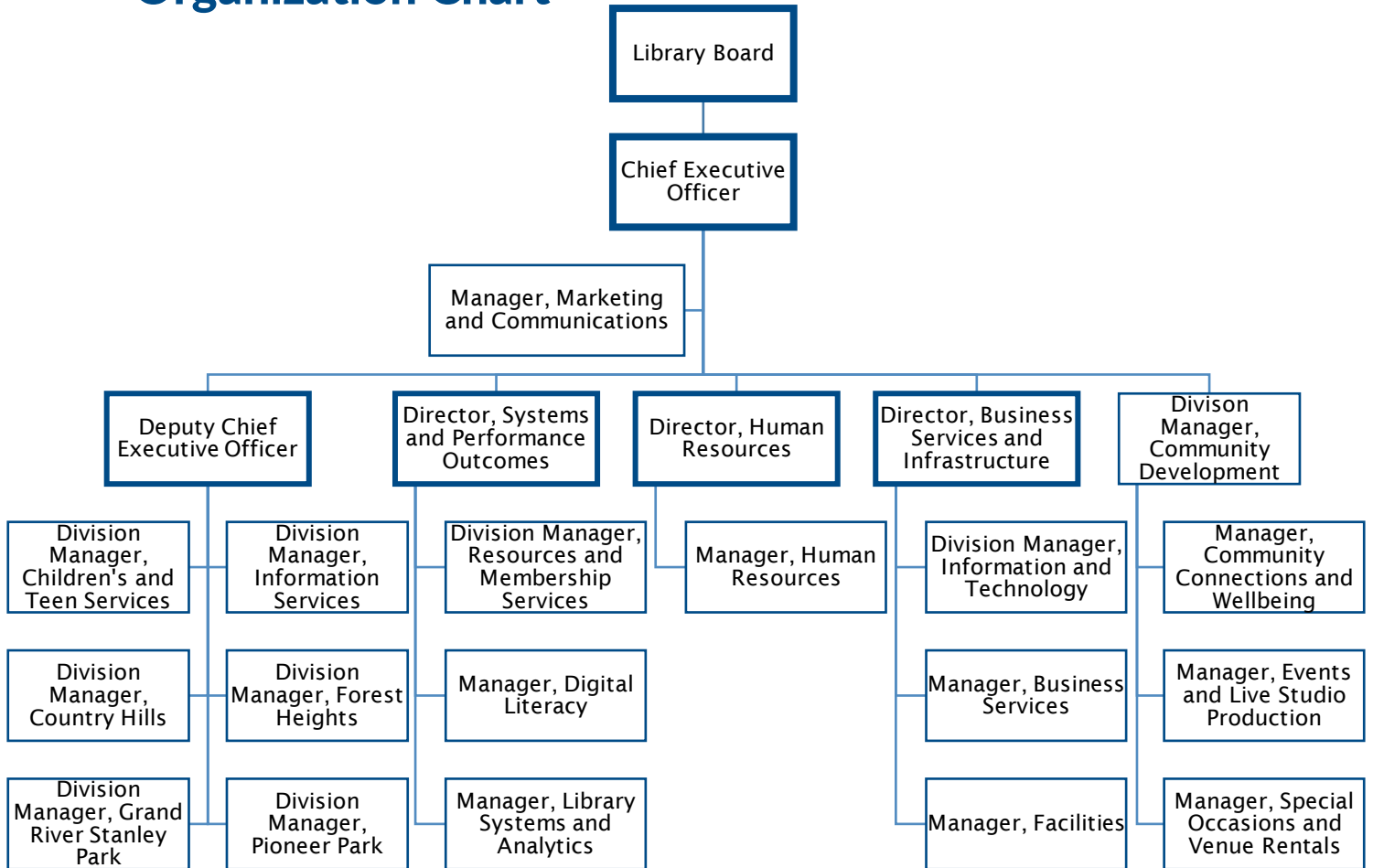
With our growth comes a unique career opportunity for a progressive, innovative **CEO** who is looking for their next professional challenge as they participate in the upcoming Strategic Planning process and lead a high-quality, customer-oriented organization.

For your reference, please refer to the Organizational Chart below.



Kitchener  
Public Library

## Organization Chart



# The Role

## Chief Executive Officer (CEO)

Reporting to the Board of Directors, The Chief Executive Officer (CEO) of Kitchener Public Library (KPL) is responsible for providing strategic leadership and vision to the library and the community it serves by creating high-quality public library service.

The CEO also plans, organizes and directs all facets of Kitchener Public Library operations to meet the needs of the community for public library services within the strategic, policy and financial framework established by the Board.



# Job Description

## Duties & Responsibilities

In concert with the Board and staff as appropriate, and always in alignment with KPL's core values, the CEO will:

### Strategic Planning and Board Relations (20%)

- Position Kitchener Public Library as a leader in community development and innovative library services;
- Provide guidance in strategic planning with the Board and key stakeholders to ensure that current and future directions are articulated with clear goals and key success factors;
- Provide input to the Board in support of effective Board governance and policy setting for library services and programs;
- Ensure that relevant policies are considered by the Board as an employer of choice and service provider;
- Keep the Board informed of relevant developments in governance, civic issues and library and information services;
- Ensure that the Board is protected and advised with respect to its liabilities;
- Execute those responsibilities assigned to the Chief Executive Officer and Secretary-Treasurer by the Public Libraries Act of Ontario and the By-laws of the Kitchener Public Library Board.

### Management and Operations (50%)

- Establish an annual work plan, complete with key performance indicators, consistent with the strategic plan; oversee its implementation; provide semi-annual reports of achievement of objectives, analysis of variances and recommendations for modifications and future considerations;
- Develop an annual budget consistent with strategic plan, seek alternate means of revenue generation, and maintain overall financial responsibility for the library system;
- Develop and maintain a strong and effective management team to ensure that the human resources, financial and operational components of the organization are focused on goal attainment;
- Ensure the effective implementation of Board policies and decisions;
- Direct, plan, organize, staff, coordinate, control and evaluate the operation of the library system and its impact on community development effectively and efficiently;
- Provide professional development for staff as appropriate at all levels to improve readiness to respond;
- Ensure that physical facilities and properties owned or leased by the Board are safe and adequately maintained;



- Foster a safe and inclusive environment with a positive and supportive culture.

### **External and Community Relations (30%)**

- Maintain working relationships with and the confidence of appropriate community agencies and organizations;
- Maintain working relationships with and the confidence of funding bodies and appropriate municipal and provincial bodies and departments;
- Participate in professional and community associations at the local, provincial and national level as appropriate;
- Ensure that high-quality customer service is delivered consistently, whether in person or electronically;
- Keep abreast of latest discourse and issues related to intellectual freedom and the role that libraries play in that context;
- Represent KPL and respond to media requests as required.

# The Ideal Candidate

## Core Competencies

- Minimum of 8-10 years of progressive senior management experience within the Public or Private sector. Experience with similar-sized public libraries is preferred.
- Post-graduate degree in library science (MLIS designation) would be ideal, however a combination of education and experience would be considered.
- Demonstrated leadership skills with a team-oriented management style including senior level supervisory experience in a library or similar environment.
- Excellent verbal/written and interpersonal skills; ability to resolve conflicts and deal with sensitive or political issues in an effective and timely manner.
- Proven success working effectively and proactively with a governance Board and collaboratively with government agencies and officials.
- Proven success developing and implementing strategic and operational business plans; demonstrated ability to prioritize, multitask, and manage projects, translating vision and strategy into tangible results and outcomes.

# The Timeline

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I trust this Position Profile has enabled you to decide whether the position of CEO at Kitchener Public Library interests you. If you wish to be considered for the role, please email your cover letter and resume in PDF format to **Kartik Kumar at [careers@lesp.ca](mailto:careers@lesp.ca) by November 30<sup>th</sup> @ 11:59 pm.**

Please be assured that any information shared with Legacy Partners will be treated with the strictest confidence and shared only with the client for the purposes of this search.

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**Thank you once again for your interest.**

*Legacy Partners and the Kitchener Public Library are committed to equity, diversity and inclusion and recognizes that a diverse staff is essential to organizational excellence. We welcome applications from all qualified individuals and encourage women, members of racialized communities, Indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity to confidentially self-identify at the time of application. In accordance with the provincial legislation, accommodation will be provided by Legacy Partners and the organization throughout the recruitment, selection and/or assessment process, upon request, to applicants with disabilities.*



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