

St. Albert Public Library

OPPORTUNITY PROFILE Chief Executive Officer





The City of St. Albert

stalbert.ca

St. Albert is a vibrant, welcoming city with a high quality of life. Located on the northwest corner of Edmonton, St. Albert residents have the best of both worlds: a strong small-town sense of community with easy access to big city amenities. The city has mature, tree-lined streets, a busy downtown, and beautiful natural areas. Residents enjoy low unemployment and crime rates, excellent schools, top-notch healthcare, and numerous parks, trails, and recreational facilities. Three school districts offer strong programs with students performing above average. Health services include the Sturgeon Community Hospital and a large network of doctors. Housing options range from single-family homes to condos and townhouses, with a healthy real estate market. Located on the banks of the Sturgeon River, the Perron District is the heart of downtown, full of shops, cafes, and restaurants. St. Albert also hosts Western Canada's largest outdoor farmers' market, as well as many popular festivals and block parties that help build connections. The city values inclusion, belonging, and a friendly, small-town feel, making it a wonderful place to live and raise a family. One of Alberta's oldest communities, St. Albert treasures its Francophone, First Nations and Métis heritage.

St. Albert Public Library

[St. Albert Public Library](http://stalbert.ca)

St. Albert Public Library is a thriving, community-driven service dedicated to enriching the lives of all St. Albertans. From early literacy to digital skills, career support, and inclusive programming for all ages, the Library offers free, barrier-free access to collections, programs and services that empower individuals, strengthen the local economy and build community. With two locations plus a mobile



community outreach service, the Library serves as a welcoming and inclusive gathering place for all. The main Downtown Library is located in St. Albert Place, an architectural jewel, with a second location, Jensen Lakes Library, located in St. Albert's rapidly growing northwest.

The Library continues to expand its programs and partnered offerings to meet the evolving needs of the community, helping individuals and families thrive. From daily early literacy programs to an annual readers' festival to daily children's programs to its award-winning summer reading games, the Library leads with its focus on reading and the written word. Adapting to technological and societal change, the Library offers robust digital resources and services, support for learners with study space and partnered programs, newcomers with settlement services and job searchers with the Career Resource Centre and in-house resume tutors.

Guided by its 2023–2028 Strategic Plan—shaped through extensive public consultation and staff collaboration—the Library is committed to aligning its services with the City of St. Albert's priorities of Community Well-Being and Downtown Vibrancy. A central pillar of this plan is the Library's commitment to Pursue Truth and Reconciliation. SAPL is deepening its efforts to support Reconciliation through meaningful partnerships with Indigenous peoples and diverse local groups and by celebrating the rich and diverse voices that shape our community. At SAPL, we are proud to say: we are here for YOU, and here for ALL.

Library Vision

The Library is a vibrant, welcoming centre of community life, leisure and learning for all.

Library Mission

The Library is the place people turn to for reading, viewing, listening, reliable information and the discovery of ideas. The Library's high-quality collections, services and programs foster a love of reading, literacy, the pursuit of lifelong learning and enhance general knowledge. The Library's well-trained staff provide excellent customer service and assist patrons to find, use and evaluate electronic and print information resources to meet their needs.



The Role – Chief Executive Officer

Reporting to the Library Board, the CEO provides overall leadership, responsible for the operational and financial management of the Library, including planning, implementation, monitoring and evaluation of all Library programs and services. Advances the Library's strategic direction in a manner that reflects the Library's mission, vision and values. Secretary and advisor to the Board. Primary representative to the community, media and all levels of government, including the City.

Key Accountabilities

Board Support

- Develops and recommends strategic directions, plans, goals and policies to the Board.
- Supports the Board in strategic planning that ensures the ongoing delivery of high-quality library programs and services.
- Accountable for the implementation of Board policies.
- Reports regularly to the Board on operations, policy and service issues, fiscal challenges.
- Functions as Executive Secretary to the Board to support efficient and effective Board functions.



Leadership

- Provides overall leadership, responsible for the operational and financial management of the Library, including planning, implementation, monitoring and evaluation of all Library programs and services.
- Provides vision and guidance to library staff, Board members and the community.
- Leads and empowers employees in delivering effective, high-quality library services.
- Leads in implementing Board policies and advising the Board on professional, technical and fiscal issues.
- Champions intellectual freedom and safeguards free access to information.

Administration

- Plans, organizes and directs the operation of the Library to ensure a high level of service that meets the community's needs.
- Responsible for ensuring that the Library is staffed with skilled and appropriately trained staff.
- Leads supervisors and their staff through supervision, support and mentoring to achieve annual goals.
- Reviews and makes decisions about policy and program recommendations by staff.
- Accountable for the development and coordination of the Library's fundraising efforts.
- Coordinates the preparation of grant proposals and funding applications to support programs and services.



Fiscal Management

- Prepares an annual operating budget for review and decision by the Board and presentation to Council.
- Accountable for financial management and stewardship of all Library revenues and expenditures in accordance with the approved annual budget (approx. \$4.5 million in 2021).
- Develops and maintains sound financial management and an information system that provides the Board with reliable, timely information for decision-making.
- Promotes and justifies the Library's financial needs to funding authorities.
- Develops strategies to ensure budget resources are used to achieve strategic goals.

Community Relations

- Liaises with government, including the City, the Friends of the Library, other libraries and library organizations.
- Cultivates a strong working relationship with council and administration.
- Builds community support for the library. Interprets Library programs, services and needs to the community.
- Develops and encourages strategic partnerships with community organizations.
- Represents the Library at national and provincial conferences and on provincial committees and associations.
- Leads public participation and consultation to ensure open communication with the community.
- Accountable for compliance with all legislative requirements for grants, services, projects, and charitable status.



The Person

The ideal candidate is a passionate advocate for the role of libraries in making communities better, a believer in the power of the written word and an enthusiastic people person.

The candidate will hold an ALA-accredited Master of Library and Information Science degree and possess a minimum of ten years of professional library experience, including at least five years in a management capacity. Additional education or training in management and financial administration would be a considerable asset. The successful candidate will demonstrate a sound knowledge of library automated systems and electronic resources, along with a proven ability to plan, implement, and manage organizational change. Strong skills in strategic and financial planning, facilitation, and mediation are essential, as is the ability to interpret and apply relevant legislation and regulations with confidence and accuracy.

Competencies and Personal Characteristics

Communication: Demonstrates excellent writing, listening, and verbal skills, ensuring clear, respectful, and effective interactions with a wide range of audiences. Communicates in a transparent and professional manner that fosters trust and collaboration.

Relationship Building: Possesses strong skills in developing and maintaining effective partnerships with community organizations, municipal stakeholders, board members, and staff. Builds relationships rooted in respect, mutual benefit, and a shared commitment to community service.

Collaboration: Exhibits well-developed communication and interpersonal skills to support a collaborative working environment. Encourages teamwork and values diverse perspectives to drive innovative, community-focused outcomes.



Negotiation and Conflict Management: Brings strong negotiation skills, diplomacy, and conflict resolution abilities to address differing viewpoints and find common ground. Applies tact and discretion to resolve issues while protecting organizational integrity and advancing library objectives.

Strategic Leadership: Provides visionary and strategic leadership, with the capacity to plan, implement, and manage organizational change effectively. Aligns resources, people, and priorities to achieve long-term goals while remaining responsive to community needs and requirements.

Financial and Legislative Acumen: Demonstrates knowledge of financial planning, budgetary processes, and public-sector legislation and regulations. Applies this understanding to ensure compliance and to safeguard the library's long-term sustainability.

Technical Proficiency: Possesses sound knowledge of library automated systems and electronic resources, with the ability to evaluate and adopt emerging technologies to enhance service delivery.

Express Your Enthusiasm

Email a convincing cover letter and tailored resume (PDF or Word) to **John Dugdale or Heather Fookes** at calgary@leadersinternational.com, indicating the job title in the email's subject line.

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