



DIRECTOR, Alberta Public Library Electronic Network (APLEN)

Position Description

PURPOSE

Reporting to the Chief Executive Officer, the position is responsible for the planning, implementation, evaluation and administration of the Alberta Public Library Electronic Network (APLEN) and for some TAL-wide services, including the TAL Card and AAQ. This position participates in organization-wide strategic and operational planning, policy development, and management of The Alberta Library. APLEN functions under a grant agreement from Alberta Municipal Affairs – Public Library Services branch.

ORGANIZATION SUMMARY

APLEN is one of three organizational units within TAL, working towards the achievement of TAL's vision of barrier-free access for all Albertans to information, ideas and culture. The APLEN Director works closely with the APLEN Standing Committee Chair, its members and its sub-committees. The position provides direction to three full time professional staff and project staff as required.

KEY RESPONSIBILITIES

Plans, implements, evaluates and administers the APLEN program in accordance with the grant agreement with the Government of Alberta-, APLEN operational plans and TAL's strategic plan and key initiatives.

- Ensures effective and efficient delivery of APLEN services.
- Ensures deliverables under the grant agreement with Alberta Municipal Affairs are met.
- Coordinates grant disbursements at the direction of the APLEN Standing Committee.
- Oversees the finances for APLEN, including developing budgets for approval by the Standing Committee, TAL Executive Committee and Board, monitoring and approving expenditures, preparing budget projections and ensuring expenditure reports are prepared and provided to the Standing Committee.
- Develops accountability measures for the program, collects and analyzes data, and prepares reports to ensure meaningful and relevant evaluation of the program.
- Communicates effectively about the program to node and other libraries, other TAL committees, staff and funding partners, including developing and maintaining effective working relationships with participating library directors and staff to ensure appropriate input into decision-making on service directions and policy development and to ensure commitment and support for the program.
- Communicates and promotes the program on a provincial, national and international scale through publication and presentations.

- Develops project proposals for other potential funders.

Provides support for the APLEN Standing Committee.

- Organizes meetings of the Standing Committee and sub-committees, including creating agendas for meetings, in consultation with the Chair(s) of the committee, recommending budget and policies, providing appropriate briefing papers and progress reports.
- Develops business plans, including strategies, actions, performance measures, timelines and budget for APLEN, in consultation with and for the approval of the Standing Committee, for submission to the funding department and integrates same into TAL's strategic plan and key initiatives. Prepares progress reports for stakeholders and funders.

As a member of the Management Team, contributes to the management of TAL.

- Communicates progress by units on objectives in the annual plan, as well as proactively identifying and discussing emerging issues within the membership and the organization.
- Provides information, assistance or advice to peers as well as assuming a shared responsibility for issues resolution.
- Participates in annual planning from a TAL corporate perspective, including aggregating and sharing planning for TAL programs or projects and related human resource requirements.
- Fosters a shared and positive TAL culture based on team work and quality service delivery.
- Represents The Alberta Library to member institutions, consortia and other groups, particularly on matters related to APLEN.
- Identifies and brings forward partnership opportunities with potential stakeholders to the Management Team.
- Plans, implements, evaluates and administers TAL wide services, including AAQ, the TAL card and such other services as may be assigned.

POSITION COMPETENCIES

Technical skills and bodies of knowledge

- Knowledge of current practices, trends and issues relating to public libraries, particularly in the areas of resource sharing, technology applications, network infrastructure, and management.
- Excellent writing skills.
- Budget development and management.
- Strong knowledge of MS office applications, particularly Excel.
- Familiarity with project management.

Attributes, traits and behaviors

- Ability to work both independently and cooperatively with a team towards the achievement of goals.
- Strong written and oral communication skills, including presentation skills.
- Ability to analyze and effectively solve problems and issues.
- Ability to adapt to a fast paced and changing environment, including dealing with ambiguity and uncertainty.

- Ability to develop effective working relationships with co-workers, members, other stakeholders and funders.
- Ability to work with diverse groups to achieve consensus.

QUALIFICATIONS

Education

- Masters Degree in Library and Information Science from an accredited institution.

Experience

- Five years, preferably in a public library or consortium environment
- Supervisory and management experience.
- Demonstrated planning and project management skills.
- Working knowledge of technology applications and network infrastructure
- Excellent verbal and written communication skills
- Strong interpersonal, organizational, and analytical skills
- Strong understanding of networking policy and service potential
- Strong understanding of resource sharing within public library environment
- Evidence of ability to work both collaboratively and independently
- Ability to build consensus
- Experience in project management in a distributed collaborative environment is essential
- Resourcefulness, flexibility and sense of humour are essential

WORK RELATIONSHIPS

Internal contacts

- CEO to ensure ongoing communication between APLEN and TAL and to collaborate on organizational management functions.
- Other members of the Management Team to contribute to the management of TAL through participation at meetings and other events.
- Communications Director and staff to coordinate development and production of reports, promotional material and other communication vehicles.
- Executive Assistant, Manager Finance and Human Resources and administrative support staff to ensure meeting arrangements, records management, document preparation, preparation of financial and staffing information.

External contacts

- Chair and members of the APLEN Standing Committee to organize meetings and facilitate the Committee's discussion and decision-making.
- Government funders and other stakeholders to ensure progress on deliverables and projects of mutual benefit are developed and implemented.
- Node library directors and staff to ensure they are aware of progress, developments and issues related to APLEN and TAL.

- APLEN sub-committees to facilitate their work according to the TAL Strategic Plan and established timelines.
- TAL service committees (AAQ, Netspeed Program Advisory Team) to ensure their work is consistent with the TAL Strategic Plan.
- Other consortia and organizations to facilitate collaboration and partnerships.
- Vendors to facilitate IT solutions for public libraries.
- The broader library community, particularly in the public library sector to increase awareness of APLEN and TAL and to explore potential collaboration.

Indirect reporting relationships

None

Supervision

Currently direct reports include three professional positions additional project staff that may be hired from time to time. The position is responsible for recruiting, monitoring and assessing performance, training and professional development of these staff.

SCOPE

Decision Making and Problem Solving

- The position manages the day to day operations of their organizational unit.
- The position acts within the context of The Alberta's Library's vision and strategic plan and adheres to established policies and procedures.
- The position is responsible for implementing the decisions of the APLEN Standing Committee within the context of TAL's governance structure, policies and procedures.
- The position is responsible for implementing the deliverables of the grant agreement.
- Approval limits for expenditures are defined by the CEO.
- Recommendations for above average salary adjustments and disciplinary action are discussed with the Chief Executive Officer.
- Funding proposals and requests, as well as funding and licensing agreements must be authorized and signed off by the CEO.

Judgment and Initiative

- The incumbent is expected to use sound professional judgment and initiative in resolving issues, and to engage the management team or CEO in addressing matters when they have broader impact. The incumbent may be privy to information which is confidential and therefore must demonstrate discretion.

Errors

Consequences of errors are:

- Legal action against TAL, if errors are related to licenses and agreements.
- Reduced commitment from participating institutions if the program is not perceived as relevant and valuable to those institutions.
- Reduction or withdrawal of funding, if delivery, evaluation and reporting requirements are not met.

- Poor perception of The Alberta Library if the incumbent does not act in a professional, knowledgeable and responsible manner.
- Financial costs if expenditures are not accurately monitored.

WORK ENVIRONMENT

- Standard office environment requiring on-going use of computer equipment.
- Travel is required to attend meetings and events in other parts of Alberta. A driver’s license is required.
The position works with a diverse client base and as such requires tact and diplomacy.
- As a result of the position’s relationship to the APLEN Standing Committee, the incumbent may be subject to competing priorities and diverse opinions, and must be able to deal with them tactfully, diplomatically and within the context of the organization as a whole.
- As a result of the positions’ relationship to Alberta Municipal Affairs – Public Library Services Branch, the incumbent may be subject to competing priorities and diverse opinions, and may be privy to information which is confidential in nature.
- There is always a measure of uncertainty regarding funding and stability of the program.

SALARY AND BENEFITS

The position is classified at Band E in The Alberta Library’s classification system. Compensation is in accordance with the salary for that level. Position is eligible for participation in the staff Group Benefits Plan and Retirement Savings Plan.

Employee

Date

Chief Executive Officer

Date