

TAL CEO Job Description

JOB TITLE	CEO
REPORTS TO	TAL Board
JOB PURPOSE	As the senior leader, oversee TAL operations in alignment with legislation, policy, and board decisions.
ESSENTIAL FUNCTIONS	
1.	Support the Board in making informed decisions.
	By: Providing the Board with current, accurate information prior to decision-making. By: Identifying issues that require the Board's attention. By: Providing orientation for new Board members.
2.	Co-ordinate and manage all TAL staff and operations
	By: Ensuring activities align with legislative requirements and TAL policies. By: Ensuring that activities meet financial and other goals. By: Ensuring the implementation of appropriate HR procedures.
3.	Interact with the community on TAL's behalf
	By: Meeting regularly with members to ensure that their needs are addressed. By: Participating in professional activities that inform TAL's services. By: Presenting on TAL's behalf at conferences, and educational programs, with a focus on the value of consortia.
4.	Maintain TAL's reputation
	By: Ensuring that all interactions are conducted in an ethical and professional manner. By: Ensuring that TAL is represented appropriately in all exchanges
5.	Seeks new opportunities for TAL services
	By: Working with vendors By: Analyzing opportunities for utility, sustainability, and suitability for consortial management.
6.	Contributes as a team member to the achievement of TAL goals
	By: Accepting new responsibilities and supporting team members By: Maintaining skills necessary for the position, and managing career development
NOTE	The employer reserves the right to change or assign other duties to this position.

QUALIFICATIONS	
Education	MLIS from ALA accredited program or equivalent combination of education and library experience may be considered
Other Skills	High degree of financial literacy; working level of management skills, including risk analysis, HR practices, and planning; experience working with a board; working knowledge of trends in library and information technology; understanding of the Alberta library landscape
Work Conditions	Standard office environment
Special Schedule	May require some evenings or weekends
Travel Demands	May require occasional travel.
Job Experience	5 years progressive management experience preferred
Attributes	Able to work in flexible environment with minimal supervision; able to report financial information appropriately for different audiences; able to manage competing demands, changing priorities and tight deadlines; high standards for ethical behaviour and confidentiality to handle sensitive information; excellent communication skills; ability to participate as a team member
Other	This job is based in Edmonton.
STATUS	
Part/Full-time	Full-time
Term	Permanent
Wage/Salary	Per employment contract, including benefits.
APPROVALS	
Board Chair Signature	
Date	
Employee Signature	
Date	