

Job Description

POSITION: Executive Director

Purpose of the Position

The OCUL Executive Director plays a leadership role in support of the organization's mission, vision, and strategic directions, and manages and engages actively in its administration and operations.

Accountability

The Executive Director reports to the Chair of OCUL and works closely with all of the groups comprising OCUL's governance structure. As an employee of the Council of Ontario Universities (COU), the Executive Director liaises regularly with the Executive Director, Corporate Services, COU and is responsible for ensuring that OCUL adheres to the legal, policy and procedural parameters of COU Holding Association Inc.

Key Responsibilities

Under the authority of COU and the constitution, policies and operating principles of OCUL, the Executive Director has the following key responsibilities:

- Ensures that the mission, goals, strategic directions and programs of OCUL are clearly defined and supported.
- Ensures and provides leadership in the appropriate development of OCUL policies, plans, budgets, strategies and services.
- Provides oversight for contractual relationships established by OCUL, including all procurement, the negotiation of new contracts and licenses, and management of members' e-resources annual expenditures of more than \$21 million.
- Fosters an effective working relationship with the University of Toronto Library (UTL), which provides Scholars Portal services on behalf of OCUL; this involves close coordination with the Director of Scholars Portal on a range of administrative and operational issues, including management of the service agreement between OCUL and UTL and involvement in the development of new Scholars Portal services; it also involves working closely with the UTL Finance and Human Resources departments on a variety of budget and HR policy matters.
- Explores funding opportunities and manages all aspects of grant writing,

- expenditures and reporting, to support new and existing programs.
- Leads, manages, evaluates and reports on a variety of ongoing OCUL programs, and supervises staff with responsibilities related to those programs.
 - Leads and mentors the OCUL culture of significant shared involvement among university library staff from throughout Ontario.
 - Collaborates with each member of the Executive Committee, contributing effective organizational support for their responsibilities as Executive officers, Standing Committee chairs and project leaders; this includes meeting arrangements, minute-taking, report-writing and other follow-up as required.
 - Manages and determines requirements for the staff, budget and assets of OCUL to accomplish the programs of the organization.
 - Ensures that preparation and presentation of OCUL's budgetary and planning requirements are carried out in a manner supporting full accountability and transparency to members.
 - Ensures that OCUL carries out its operational responsibilities in accordance with any contractual obligations.
 - Ensures effective records management of OCUL including official documents, membership lists, bylaws, rules of order, standing rules, minutes of all meetings, contracts and accounting records.
 - Maintains effective relationships with OCUL member libraries, the Council of Ontario Universities (COU) and related organizations and associations.
 - Represents OCUL to government organizations, other related organizations and the media.
 - Collaborates effectively with other consortia, national and international, and related organizations such as the International Coalition of Library Consortia (ICOLC), to support the mission and goals of OCUL.
 - Identifies potential partnerships and promotes partnership arrangements with other groups and communities which share similar issues and goals.
 - Provides leadership in advocacy activities by conducting environmental scans with key decision makers, researching priorities and strategic interests of groups/individuals of influence to determine OCUL's strategy, issues to pursue, and implementation of advocacy activities.
 - Provides oversight and support for the administration of meetings, programs, workshops, other events and activities as appropriate.
 - Ensures the development and on-going maintenance of effective communications within OCUL, with various levels of government and with

- other related stakeholders, to advance and enhance awareness, understanding and support of OCUL's mission, goals, strategies, services and performance.
- Ensures members are informed of current developments and public announcements, as well as Executive decisions and policies.
 - The Executive Director of OCUL fulfills specific responsibilities arising from the By-Laws and as directed by OCUL.

Contacts

The Executive Director will maintain regular internal contacts to provide leadership and direction, and to obtain input and guidance, with:

- the Executive Committee
- Directors of member institutions
- Scholars Portal Director and staff
- Scholars Portal service provider Chief Executive Officer, Chief Administrative Officer and delegates
- Chairs of the OCUL standing committees
- COU Senior Directors for
 - Communications and Public Affairs
 - Policy and Analysis
 - Strategic Initiatives
- COU Executive Director for Corporate Services.

The Executive Director will maintain regular external contacts, to represent OCUL, share expertise, contribute to and discuss new policies, directions, and collaborative efforts, with appropriate officials in related organizations.

Required Competencies

- Strategic and innovative thinking
- Communication and collaboration
- Leadership and advocacy
- People development
- Operations management
- Member and partner relations

Education/Experience

- Significant experience in a university library, academic environment and/or relevant association, demonstrating progressively increasing administrative responsibilities, including collaborative leadership, effective budget development and fiscal and human resource management.
- Master of Library and Information Science or equivalent postgraduate degree, or

- relevant postgraduate degree plus several years of strong relative experience.
- Strong senior leadership abilities with superior communication skills, oral and written.
- Strong planning, organizational and effective time management skills; ability to balance varying priorities and assignments.
- A demonstrated interest and engagement in contemporary issues, trends, and best practices affecting academic libraries and scholarly communication in Canada, along with demonstrated ability to articulate, advise, and contribute to the national and international dialogues on behalf of OCUL.
- Demonstrated ability to develop and implement financial strategies for libraries, including cost-sharing and grant-writing.
- Ability to proactively develop and maintain effective working relationships with Board members, constituents, colleagues, and other stakeholders.
- The job involves supervising an office staff located in Toronto and requires some travel within Canada and abroad to represent OCUL at library conferences, etc.

Preferred experience

- Significant experience working with library consortia.
- Experience working with Boards.
- Experience with electronic resource license negotiation and familiarity with all aspects of electronic resource management practices at academic libraries.
- Experience with advocacy to funding and government entities.
- Ability to communicate in both official languages.