

JOB ANNOUNCEMENT FOR ASSISTANT LIBRARY DIRECTOR

Come work in beautiful Vacationland: "Maine – The Way Life Should Be!"

[York, Maine](#) is a picturesque and charming coastal town located just across the Piscataquis River from Portsmouth, NH. Its proximity to the cultural centers of Boston and New York City make it one of the most sought-after places to live in southern Maine. It is comprised of four small communities - York, York Harbor, York Beach, and Cape Neddick. The library is located in York's historic village center.

With a combined population of nearly 14,000, the area swells to approximately 30,000 with the influx of summer visitors.

York is home to [3 beaches](#); 2 lighthouses; and [Mt. Agamenticus](#). In addition to quaint shops, art galleries, and world-class restaurants galore, the area is full of opportunities to hike, bike, and camp; sail, kayak, or canoe; surf, swim, or simply sit on the beach.

York Public Library is a welcoming, collaborative, supportive, and engaging place to work. We are seeking a dynamic, innovative, and driven leader to join our team as Assistant Director.

Our Library is a 501(c)3 non-profit organization, receiving support from the Town of York and through the York Public Library Association. Our mission is to provide free and equitable access in our commitment to connect people, advance learning, and promote creativity. The current fiscal year operating budget is \$1.15 million. We employ 7 full-time staff, 13 part-time staff, and an active set of volunteers.

The Assistant Director performs supervisory, administrative, and professional work by assisting in planning, organizing, and directing library operations that support customer service and all aspects of the Library's mission. They maintain and improve the efficiency and effectiveness of all areas under their direction and control. They work closely with the Executive Director in drafting, updating, and implementing policies and procedures, goals and objectives, and practices that support the Library's mission and meet the community's needs. The Assistant Director directly supervises 6 staff members; indirectly supervises 12 others.

The ideal applicant has:

- An MLS/MLIS degree from an ALA accredited school (preferred) with a minimum of three years of progressive library leadership experience working in libraries. A combination of education and experience that demonstrates the ability to successfully meet the position requirements will be considered.
- Excellent customer service, interpersonal, and supervisory skills.
- Proven programming and collection development experience and is able to analyze information and make recommendations.
- Well-versed in modern practices, technologies, and trends as they pertain to public libraries.
- Experience with ILS systems (Sierra a plus); MS Office; basic office equipment. Familiarity with Wordpress, Google Workspace and Canva.
- All library employees are expected to operate under the guidance of our [Sustainability Policy](#) which adheres to the triple bottom line definition of sustainability: making decisions that are environmentally sound, socially equitable, and economically feasible.

Compensation includes an excellent benefits package and a starting salary of \$70,000-\$78,000 dependent on the candidate's qualifications and experience.

Interested applicants should apply with a cover letter and resume to the Hiring Committee via:

Laurie Bouchard, HR Consultant

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