



Assistant Library Director, York Public Library, (York, ME)

Posted December 8, 2025

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 open access to knowledge and services that support individual flourishing and community engagement. The current fiscal year operating budget is \$1.26 million. We employ 7 full-time staff, 11 part-time staff, and an active set of volunteers.

The Assistant Director supports the library's mission as both a nonprofit organization and a public institution by providing supervisory, administrative, and professional leadership across daily operations.

They assist in planning, organizing, supervising, and evaluating library operations while working to strengthen the efficiency and efficacy of all areas under their oversight.

With the Executive Director, helps draft, update, and implement policies, procedures, goals, and objectives that address community needs and advance organizational priorities.

Supports the Executive Director and the Development & Marketing Coordinator on a full range of development activities including fundraising initiatives, grant applications, and donor engagement.

The Assistant Director supervises 8 staff members; indirectly supervises 7 others.

The ideal applicant has:

- An MLS/MLIS degree from an ALA accredited school with a minimum of three years of progressive library leadership experience working in libraries. The Hiring Committee will consider a Master's degree in a related field in combination with a minimum of three years of relevant nonprofit experience demonstrating the ability to successfully meet the position requirements.
- Excellent customer service, interpersonal, and supervisory skills.

- Proven experience in fundraising and grant writing.
- Programming and collection development experience and can analyze information and make recommendations.
- Well-versed in modern practices, technologies, and trends as they pertain to public libraries and nonprofits.
- Proficient in MS Office, Google Workspace, and basic office equipment. Familiarity with Canva and experience with ILS systems (Sierra a plus).
- 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.

York, Maine is a picturesque and charming coastal town located just across the Piscataqua 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.

How to Apply

Compensation includes an excellent benefits package and a starting salary of \$76,500-\$83,500 dependent on the candidate’s qualifications and experience. Full job description can be found at <https://yorkpubliclibrary.org/employment/>

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

Laurie Bouchard, HR Consultant laurie@lbouchardllc.com