

Easton Library Library Director Job Posting

Job Title: Library Director
Employer: Easton Library
Location: Easton, New York
Hours: Part-time, average of 20 hours per week
Pay Rate: \$20 - 24 per hour

The Easton Library is an association library with a 130 year history in our small rural town. The library is a center of information, community culture, recreation and lifelong learning. We are seeking a part-time Director to lead a community-focused library open 24.5 hours per week. The Director will work closely with the Board of Directors to develop and fulfill the mission of the library. The successful candidate will be an energetic, forward-thinking professional committed to fostering a vibrant library environment.

Summary of Responsibilities

- Manages all aspects of the library, including managing staff and volunteers and overseeing the budget.
- Oversees collection development and maintenance as well as circulation of library materials.
- With support of SALS and the Joint Automation (JA) Project, manages all aspects of technology for the library including the Integrated Library Systems (ILS), library computers and other hardware, etc.
- Assists library patrons in the use of library materials (print and non-print), equipment, and technology, including the use of a variety of online databases.
- Oversees all aspects of programming and outreach for the library, including planning and publicizing programs and events.
- Attends all board meetings, reports on library activities and important issues, participates actively in discussion, and contributes to decision making process.
- Makes policy recommendations to the board and implements policies adopted by the library board.
- Responsible for grant writing and handling donations.
- Alongside the Board of Trustees, participates in a continual planning process identifying and addressing community and library needs, providing direction for library development, and serving as a basis for evaluating library effectiveness in relation to changing community needs.
- Attends SALS meetings and workshops as well as state-wide and other meetings and trainings, as appropriate.
- In charge of marketing the library, including maintaining the website, producing the library newsletter, online flyers, etc.
- Completes other tasks as needed.

For a full job description, see https://www.sals.edu/wp-content/uploads/2026/08/Easton-Library-Director-Job-Description_2026.pdf

Qualifications

Required

- Associate's Degree
- A minimum of five years of progressively responsible experience in a library or community-based setting.
- Demonstrated technology proficiency, including computers, mobile devices, online databases, and software (including, but not limited to, Microsoft Office).
- Budgeting skills.
- General knowledge of library principles and practices.
- Strong communication, presentation, and interpersonal skills.
- Ability to work both independently and collaboratively.
- Valid driver's license and ability to travel as needed.
- Ability to lift, carry, and shelve books and other library materials.

Preferred

- Bachelor's degree.
- Experience managing municipal or nonprofit budgets.
- Experience in a public library or library system.
- Experience developing and sustaining community partnerships.
- Familiarity working with an Integrated Library Systems (ILS), digital resources, and emerging technologies.
- Grant writing and administration experience.
- Experience working with a Board of Trustees.
- Grant writing and fundraising experience.
- Familiarity with New York State public library regulations and public library systems.

How to Apply

To apply, please forward PDF copies of the following information to **Patricia McFee, Library Board President**, at Dnm9580@aol.com.

- Letter of interest
- Resume outlining how your experience meets the qualifications for the position
- Contact information for two work-related references
- Applications are due by **5:00 PM ET on Monday, September 14, 2026**

Easton Library is an equal opportunity employer committed to fostering an inclusive and welcoming workplace.