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[www.hurleylibrary.org](http://www.hurleylibrary.org)

845-338-2092

[director@hurleylibrary.org](mailto:director@hurleylibrary.org)

## **Job Opening: Library Director or Library Manager**

The Hurley Library is seeking an enthusiastic, forward-thinking individual to serve as our full-time Library Director or Library Manager. Located in the heart of historic Hurley, New York, the Hurley Library is a Special District Library, a member of the Mid-Hudson Library System (MHLS), and serves a community of approximately 3,000 residents.

### **Position Responsibilities**

The successful candidate will possess strong leadership, communication, organizational, and technology skills. They will oversee the overall administration and operation of the library, including:

- Preparing and managing the annual budget
- Developing and implementing library policies related to personnel and public services
- Thoughtfully selecting, developing, and managing the library's collections
- Providing reference and referral services
- Leading strategic planning initiatives
- Building and maintaining positive relationships with the community, local government, and partner organizations
- Preparing reports for the Library Board of Trustees, the Mid-Hudson Library System (MHLS), and New York State
- Ensuring compliance with applicable laws, regulations, and library standards
- Researching and writing grant applications
- Hiring, supervising, evaluating, scheduling, motivating, and, when necessary, disciplining or terminating staff
- Overseeing the maintenance and operation of the library building and grounds
- Planning, coordinating, and supervising engaging library programs and events

### **Salary**

\$55,000 annually, commensurate with education and experience.

### **Benefits**

- Two weeks of paid vacation

- One week of paid sick leave
- One personal day
- Employee Assistance Program (EAP)

### **Minimum Qualifications**

A Master of Library Science (MLS or MLIS) degree is preferred. However, candidates with a Bachelor's Degree in Library Science, Education, English, Public Administration, or a closely related field, along with at least two years of library administrative experience, will also be considered.

This position is subject to the requirements of the Ulster County Civil Service system.

### **To Apply**

Please submit a cover letter, résumé, and three professional references by email to [director@hurleylibrary.org](mailto:director@hurleylibrary.org) with the subject line "Director Position," or mail your application to:

Hurley Library  
Attn: Director Position  
P.O. Box 9  
Hurley, NY 12443