



# TOWN OF MEDWAY

## COMMONWEALTH OF MASSACHUSETTS

### Circulation Supervisor

The Town of Medway's Public Library seeks applicants for a qualified, dedicated and community-focused Circulation Supervisor to join our welcoming public library. This is a full-time benefits eligible Union position at 40 hours per week. The schedule includes one evening per week and one Saturday per month.

Under the general direction of the Library Director and Assistant Director/Youth Librarian, the Circulation Supervisor will plan, direct, and evaluate the circulation department. The ideal candidate will have exemplary communication skills, the ability to lead others on the team, an interest in supporting and building a culture of inclusion for patrons of all ages, and a passion to serve the Medway community.

The ideal candidate for this role is outgoing, innovative, collaborative, and service-oriented. This position oversees ten part-time employees and all duties related to the circulation and use of library materials. The circulation supervisor fosters, maintains, and exhibits the departmental goal of providing excellent customer service to all library users, in person, over the phone, and via online communications. The ability to multi-task while maintaining a friendly attitude is essential.

A master's degree in library and information science from an ALA-accredited institution is required, as well as a minimum of 1-3 years of progressively responsible experience as a supervisor, preferably in a public library setting.

Please review the job description on the Town website for more details. [Job Description](#)

Please send a cover letter, resume, and employment application to: Human Resources Manager, Cheryl Houle at Medway Town Hall, 155 Village Street, Medway, MA 02053, or email to [choule@medwayma.gov](mailto:choule@medwayma.gov). The Employment Application can be found here: [Application](#)

Date of Posting:	January 2, 2026
Closing Date:	January 16, 2026 at Noon
Hiring Salary:	Grade 6 Step 1 \$23.80 per hour
Full Salary Range:	Grade 6 \$3.80 per hour - \$31.26 per hour