



# TOWN OF MEDWAY

## COMMONWEALTH OF MASSACHUSETTS

### Technical Services Librarian

The Town of Medway's Public Library seeks applicants for a qualified, dedicated and community-focused Technical Services Librarian 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, the Technical Services Librarian will be responsible for organizing and maintaining the Library's collection, updating holdings in the Minuteman Library Network database (primarily copy cataloging), creating and maintaining statistical reports, and supervising preservation activities. The Technical Services Librarian will also process reports as well as order and maintain office supplies.

A master's degree in library and information science from an ALA-accredited institution is required, and three (3) years of experience as a librarian, preferably in a public library setting is preferred. The Technical Services Librarian will possess a thorough knowledge of library cataloging, subject analysis and the Dewey Decimal Classification System.

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:	December 10, 2025
Closing Date:	December 29, 2025, at Noon
Hiring Salary Range:	Grade 5 \$22.02 - \$25.45 per hour
Full Salary Range:	Grade 5 \$22.02 - \$28.91 per hour