



TOWN OF MEDWAY

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. The work week is 40 hours assigned in the best interest of the department, including evenings and weekends.

Under the general direction of the Library Director and Assistant Director, the Technical Services Librarian oversees the activities of the Technical Services Department. This position is responsible for acquiring, organizing and maintaining the Library's collection. Maintains and updates all holdings in the Minuteman Library Network (MLN) database, creates and maintains statistical reports, supervises preservation activities, and provides services to the public.

Qualifications & Experience:

- A master's degree in library and information science (MLIS) from an ALA-accredited institution required.
- Three (3) years of experience as a librarian preferably in a public library setting.
- Thorough knowledge of library cataloging and subject analysis.

Please send a resume, cover letter, and Employment Application to the Human Resource Manager, Joyce Sheehan at jsheehan@medwayma.gov or Medway Town Hall, 155 Village Street, Medway, MA 02053. The Application can be found here. <https://archive.townofmedway.org/human-resources/files/employment-application-2>

For more details about the position, please visit the Town's website.

<https://archive.townofmedway.org/human-resources/pages/job-opportunities>

Hiring Salary Range: **Grade 5 \$22.02 - \$25.45 per hour**

Full Salary Range: **Grade 5 \$22.02 - \$28.91 per hour**

Closing Date: **Open Until Filled**

The Town of Medway is an Equal Opportunity Employer