



TOWN OF MEDWAY

Cataloging Services Librarian

The Town of Medway's Public Library seeks applicants for a qualified, dedicated and community-focused Cataloging 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 Cataloging Services Librarian oversees the activities of the Catalog 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:

- Three (3) years of experience 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. [APPLICATION](#)

For more details about the position, please visit the Town's website. [Job Opportunities | Town of Medway](#)

Hiring Salary Range:	Grade 6 \$24.27 - \$28.09 per hour
Full Salary Range:	Grade 6 \$24.27 - \$31.89 per hour
Closing Date:	Open Until Filled

The Town of Medway is an Equal Opportunity Employer