



ASSISTANT DIRECTOR/CIRCULATION SUPERVISOR – MEDWAY PUBLIC LIBRARY

The Town of Medway is seeking an enthusiastic and experienced Assistant Director/Circulation Supervisor to join the Medway Public Library team. Under the direction of the Library Director, this position assists with the daily operations and administration of the Library, including staff supervision, scheduling, circulation services, technology assistance, collection development, outreach, budgeting, and programming.

The ideal candidate is a collaborative, service-oriented professional who enjoys working directly with staff and the public, can successfully manage multiple priorities, and brings a positive, hands-on approach to library services.

Key Responsibilities:

- Assist the Library Director with daily operations, administration, budgeting, and expense management.
- Supervise, schedule, train, and support Library staff and volunteers.
- Oversee circulation operations, including patron records, statistics, reports, supplies, and museum pass memberships.
- Provide excellent customer service and assist patrons with information and technology needs.
- Interpret and recommend improvements to Library policies and procedures.
- Assist with staff recruitment, training, and performance support.
- Coordinate with the Massachusetts Library System and other library agencies.
- Support outreach, programming, grants, and community engagement initiatives.
- Address patron concerns and resolve issues professionally and courteously.
- Perform other duties as assigned.

Qualifications:

- Master's degree in Library and Information Science (MLIS) from an ALA-accredited institution.

- Three to five years of progressively responsible library experience, preferably in a public library.
- Demonstrated supervisory experience.
- Excellent oral, written, and interpersonal communication skills.
- Strong organizational and multitasking abilities.
- Commitment to diversity, equity, inclusion, and excellent public service.
- Ability to work effectively both independently and as part of a team.

Schedule:

37 hours per week, including one evening per week and one Saturday per month, with occasional evening meetings and special programs.

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, click here: [Job Description](#)

The Town of Medway is an Equal Opportunity Employer.