



TOWN OF MIDDLETON HUMAN RESOURCES

Town of Middleton
Memorial Hall
48 South Main Street

Middleton, MA 01949-2253
978-777-3617

www.middletonma.gov/jobs

Notice of Vacancy

December 30, 2021

POSITION: Assistant Library Director

DEPARTMENT: Library

SALARY: Expected hiring range \$62,673-\$72,073

UNION: No

JOB TYPE: Full-time, permanent, exempt, benefitted

HOURS: 40 hours/week

CLOSING: Resume review will begin by January 20, 2022.

The Town of Middleton is seeking applicants for the full-time position of **Assistant Director** for the Flint Public Library. The mission of the Flint is to inform, enrich, and empower every person in the community by creating and promoting easy access to a vast array of ideas and information, and by supporting an informed citizenry, lifelong learning and love of reading.

The **Assistant Director** Works closely with and under the general direction of the Library Director. Substitutes for the Director in his/her absence. Responsible for maintaining library accounts and other accounting and budget duties. Performs administrative duties, including maintaining library statistics necessary for state reports, maintaining library files and personnel files and schedules. Performs public service duties including answering the phone, helping patrons find information, support to other staff on shift. Oversees the historical collections at the library and the bulletin boards. Performs all other related work as required.

The expected salary range is from \$62,673-\$72,073. Excellent benefits including educational and professional development opportunities.

TO APPLY: Fill out the Town's employment application at <https://middletonma.gov/DocumentCenter/View/1329/Middleton-Employment-Application> or send a resume and cover letter by email to hr@middletonma.gov or mail to Human Resources, Town of Middleton, 48 S. Main St., Middleton, MA 01949. Questions may be directed to 978-777-3617.

Middleton is an equal opportunity employer and does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual

orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact us at hr@middletonma.gov or 978-777-3617 in advance to request assistance.