



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

April 18, 2025

POSITION: Circulation Assistant (1 opening)

DEPARTMENT: Library

SALARY: \$23.87/hour

UNION: Yes

JOB TYPE: Part-time, permanent, non-exempt, non-benefitted

HOURS: 10-19 hours week, including some evenings and rotating Sundays.

CLOSING: Resume review will begin by May 14, 2025

The Town of Middleton is seeking applicants for the part-time position of **Circulation Assistant** 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 **Circulation Assistants** work at the circulation desks including checking materials in and out; renewing materials; issuing library cards; and other customer service functions to support library patrons.

TO APPLY: 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.