



# Milton Free Public Library

13 Main Street, PO Box 127, Milton Mills, NH 03852  
Ph. 603-473-8535 [www.MiltonFreePublicLibrary.org](http://www.MiltonFreePublicLibrary.org)

## Milton Free Public Library Assistant Librarian

Located in the charming village of Milton Mills, Milton Free Public Library is looking for a dynamic person to assist in all aspects of library operations. Housed in a historic 1875 schoolhouse with a working bell in its distinctive tower, this little library is a community treasure.

### Working closely with the Library Director, responsibilities include:

- Oversight of circulation services;
- Management of facilities to provide safe, inclusive, and inviting library space;
- Upholding policies and procedures;
- Supervision of library pages;
- Assistance in research and production of library material purchase lists;
- Promotion of library and library programs;
- Other tasks and duties to aid in smooth daily operation;
- Programming creation for all ages (preschool through adult).

### Qualifications:

- Excellent leadership and communication skills;
- Knowledge of modern technology and software, and the ability to utilize it to advance the library's public resources and internal operating systems and procedures;
- Enthusiasm and appreciation for working with all ages, from infants to older adults.
- Professional experience in public library, or equivalent setting;
- Self-starter with some supervisory experience preferred.

**Hours:** 15-20 hours/week

**Pay range \$17.27- \$19.07** commensurate with experience

### How to Apply:

Applications will be reviewed as received until the position is filled.

Please send a cover letter and resume, and a completed "Town of Milton Job Application" to Library Director, Grace Wing [director@miltonfreepubliclibrary.org](mailto:director@miltonfreepubliclibrary.org) or call 603-473-8535 with any questions regarding hiring.

*The Milton Free Public Library is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, sex, national origin, disability, sexual orientation or age.*

**May 25, 2025**