



Milton Free Public Library

13 Main Street, PO Box 127, Milton Mills, NH 03852
Ph. 603-473-8535 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: 16-22 hours/week

Pay range \$18.50- \$20.00 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 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