

**Burlington (CT) Public Library  
Children's and Teen Assistant Librarian  
Job Description**

**GENERAL STATEMENT OF DUTIES:**

Under general supervision of the Director of the Burlington Public Library, the Children's and Teen Assistant Librarian is responsible for the management and operation of the Young Adult department; including, but not limited to, planning and administering programs and collection development and maintenance. The Children's and Teen Assistant Librarian is also responsible for planning and administering some children's programs.

**SUPERVISION:** Works under the supervision of the Library Director.

**Hours of work:** 23 hours per week

**Principal Responsibilities and Duties:**

Plans and implements programs for children and young adults including but not limited to crafts, games, special events, reading clubs, story time programs, Teen Advisory Council, school and community outreach and the summer reading program.

Assists library patrons both in the Young Adult department and at the Circulation desk providing reader's advisory and reference services; staffs the circulation desk in rotation with other staff members; provides technology assistance to patrons.

Collaborates with other staff members to publicize and promote library services and programs.

Maintains a pleasant and appealing atmosphere in the Young Adult Department. Creates displays and assists with shelving as needed. Recommends items for purchase to the Library Director.

Creates promotional content to reach young adults and their families regarding library events, materials and services and volunteer opportunities.

Performs other related duties as assigned.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee must routinely lift and /or move items up to 10 pounds, occasionally lift and/or move up to 25 pounds and have the ability to push book trucks with up to 150 pounds of materials. It is essential to be able to stand at the circulation desk for long periods of time. Able to safely climb or balance, stoop, kneel, crouch, and reach high & low shelves.

**Minimum Qualifications:**

MLS from an accredited institution preferred or a Bachelor's degree from an accredited college and 1-3 years of relevant experience. Excellent customer service skills. Knowledge of young adult literature and trends. Ability to organize and prioritize tasks. Comfortable with technology including a familiarity with social media and graphic design platforms.

Must be able to work independently and be self-motivated.

*This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.*

3/20/2023