

**Burlington (CT) Public Library  
Children's Services Librarian  
Job Description**

**GENERAL STATEMENT OF DUTIES:** Under general supervision of the Director of the Burlington Public Library, the Children's Librarian is responsible for the management and operation of the Children's department; including, but not limited to, planning and administering programs and collection development and maintenance.

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

**SUPERVISION EXERCISED:** No supervisory duties.

**Hours of work:** 37.5 per week.

**Principal Responsibilities and Duties:**

Plans and implements programs for children birth through grade 4 and their families including regular story times and the summer reading program.

Develops and manages the children's library collection. Selects, orders and catalogs new materials and weeds the collection as needed.

Assists library patrons both in the Children's 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.

Develops partnerships with other town departments and community groups, including Parks & Recreation, public schools and nursery schools. Selects and provides library materials as needed.

Seeks opportunities for grant funding for children's programs and materials.

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

Maintains a pleasant and appealing atmosphere in the Children's Department. Creates displays and assists with shelving as needed.

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:**

An MLS/MLIS from an ALA accredited institution. Excellent customer service skills. Knowledge of children's literature, best practices in library service for children and child development. Ability to organize and prioritize tasks. Comfortable with technology including a familiarity with social media and graphic design platforms. 1-3 years experience in a public library setting preferred.

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

Revised 9/20/2022.