

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

GENERAL STATEMENT OF DUTIES:

Under the 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 planning and administering programs, overseeing collection development, and managing cataloging and maintenance for children's materials.

SUPERVISION RECEIVED:

Works under the supervision of the Library Director.

SUPERVISION EXERCISED:

No supervisory duties.

HOURS OF WORK:

37.5 hours per week.

Principal Responsibilities and Duties:

- Plans and implements developmentally appropriate programs for children birth through grade 4 and their families, including regular storytimes and the Summer Reading Program.
- Develops and manages the children's library collection; selects, orders, catalogs, and weeds materials as needed.
- Assists patrons in the Children's Department and at the Circulation Desk, providing reader's advisory, reference services, and basic technology assistance; staffs the Circulation Desk in rotation with other staff members.
- Builds and maintains partnerships with town departments and community organizations—including Parks & Recreation, public schools, and nursery schools—and provides materials support as needed.
- Seeks opportunities for grant funding to support children's programs, services, and materials.
- Collaborates with staff to publicize and promote library services and programs, including the creation of digital and print marketing materials.
- Maintains a welcoming, safe, and visually appealing environment in the Children's Department; creates displays and assists with shelving as needed.

- Utilizes digital tools—such as Canva or similar graphic design platforms—and is comfortable creating social media content to promote children’s programs and services.
- 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 be able to push book trucks with up to 150 pounds of materials. The employee must be able to stand at the circulation desk for extended periods. Must be able to safely climb or balance, stoop, kneel, crouch, and reach high and low shelves.

Minimum Qualifications:

- MLS/MLIS from an ALA-accredited institution.
- Excellent customer service skills.
- Knowledge of children’s literature, best practices in children’s librarianship, and child development.
- Ability to organize and prioritize tasks effectively.
- Comfortable with technology, including proficiency with social media platforms and graphic design tools such as Canva (or willingness to learn).
- 1–3 years of 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 that comprise this position.

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