



JOB POSTING #11-25

Title: Librarian 3, Children's Services Manager
Location: Burlington County Library, Westampton

Salary: \$68,000
Open: 07/25/2025

ABOUT BCLS

The Burlington County Library System (BCLS) consists of 15 locations and both a Mobile Library and a Mobile Learning Lab that travel to dozens of community touchpoints throughout the largest county in the state. In addition, a Library by Mail service expands our reach in new and unique ways. We are an organization committed to staff growth and continuing education to help our team keep up with the ever-changing library field. Our Inclusion, Diversity, Equity and Accessibility (IDEA) committee works continually toward inclusion goals and new and evolving work group projects ensure there are system-wide opportunities for employees to tackle large initiatives. Other highlights include a StoryWalk® on our adjacent County Parks grounds, a 250-seat auditorium hosting concerts, performers and events for all ages and an annual Book Festival celebrating all things reading! Flip through our [2024 Annual Report](#) for more about our recent initiatives!

DESCRIPTION

The Librarian 3, Children's Services Manager, will oversee, supervise, and provide general guidance to library staff and manage services, programs, and operations of the Children's Services department at the Burlington County Library. Examples of duties:

- Manage department schedules and work priorities, as well as assign tasks, projects, and/or assignments.
- Assess, recommend, develop, and implement short- and long-term plans for program development in line with system goals.
- Oversee services to schools, educators, and media specialists.
- Demonstrate ability to mentor staff, manage conflicts and engage the team by utilizing conventional management practices.
- Manage the children's collection, merchandising practices as well as library play spaces.
- Communicate effectively with exceptional oral and written English communication skills, including the ability to present and speak before groups, organizations, and the public.
- Provide outstanding customer service and readers' advisory; demonstrate knowledge of print and online resources.
- Perform other duties as assigned.

REQUIREMENTS

Master's degree in library or information science from a library program accredited by the American Library Association or from a New Jersey Master's program in Library Science that has been deemed acceptable by Thomas Edison State College, plus two (2) years of librarian experience.

SCHEDULE

Full-time (37.5 hours), including nights and weekends. 4 Sundays per year.

Submit a cover letter and resume as PDF attachments to jobs@bcls.lib.nj.us by 08/22/2025 with **Job #11-25** in the subject line.

The mission of the Burlington County Library System is to enrich lives by providing opportunities for learning, growth, and personal development.