



TOWN OF PUTNAM

Municipal Complex
200 School Street
Putnam, Connecticut 06260
Telephone: (860) 963-6800

Children's Librarian Clerk Job Posting – March 2026

The Town of Putnam is seeking applicants for a part-time Children's Librarian Clerk within the Putnam Public Library.

Position Summary:

This position performs a variety of general clerical duties in assisting the Children's and Teen Librarian with activities for pre-school through teenage years. This position reports to the Children's Librarian on a day-to-day basis, under supervision of the Library Director. Duties of the position include:

1. Designs and create seasonal decorations for the Children's area.
2. Maintains a safe and secure library environment through monitoring patron's adherence to library procedures and guidelines and maintaining an awareness of all persons within the facility.
3. Provides direct services to Library patrons, including answering patron questions regarding the use of Library resources and general questions relating to a wide variety of related areas.
4. Explores all possible information sources for inquiring patrons, including all materials within the Bibliomation consortium.
5. Checks materials in and out of the library, renews materials, places books on hold, notifies patrons the arrival of held books and collects overdue fines.
6. Registers new patrons, including advising all individuals of the requirements for obtaining a Library card and the responsibilities entailed.
7. Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
8. Assists in shelving materials and various circulation duties.
9. All other duties as assigned

Minimum Qualifications

- Associate degrees are desirable or two years' experience with Library background.
- Experience in working for and with children and/or young adults.
- Knowledge of standard library procedures, current information technology, Internet, and database search capabilities.
- Knowledge of developmental, recreational, and educational needs of children and young adults.
- Ability to communicate effectively with others, orally and in writing, including through email.
- Must be able to pass a criminal and drug screening.

Compensation:

This part-time, hourly, position is set for 12 hours per week with an hourly rate of \$16.94. Days of work include Monday 5:00 – 8:00 pm, Thursday 4:00 – 8:00 pm and Saturdays 10:00 – 3:00 pm. There is no health, dental, or other benefits available with this position. Pro-rated vacation, personal, and sick leave are applicable.

Work Environment and Physical Demands:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand, walk; use hands and fingers, handle or operate objects, controls, or standard office equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Other Duties:

Please note this job posting is not designed to cover or contain a comprehensive listing of functions, activities, duties, or responsibilities that are required of the employee for this job. Functions, duties, responsibilities, and activities may change at any time with or without notice.

EEOC Statement:

It is the policy of the Town of Putnam to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Putnam will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.

This position will remain open until filled. Please send cover letters and resumes to mariah.clifford@putnamct.us

Questions concerning this position should be directed to the Library Director, Priscilla Colwell at (860) 963-6800 ext. 210.