



**ASSISTANT MANAGER**  
**INFORMATION SERVICES DEPARTMENT**  
**Full Time (37.5 hours per week)**

Palatine Public Library has exciting opportunity for an enthusiastic, innovative, tech savvy individual with a collaborative leadership style to work in the Information Services Department. Responsibilities include assisting the Manager with day-to-day operations of the department, collection development, serving as a Person-In-Charge, developing programs and services, promoting Library services to the public, participating in outreach activities, providing reference services, instructing patrons on the use of public computer catalogs, electronic databases, and MS Office applications. In addition, as a member of the Library's Management Team, the selected individual will participate in strategic planning and policy development. Visit [www.palatinelibrary.org](http://www.palatinelibrary.org) for a complete job description.

Qualifications include:

- MLS from an ALA accredited Library School.
- Minimum 3 years related experience in a public library including a minimum of 1 year supervisory experience preferred.
- Working knowledge of personal computers, Internet applications, knowledge of or ability to learn website content management software and Innovative integrated library system.
- Ability to communicate effectively in English, both orally and in writing.
- Ability to handle multiple tasks efficiently.
- Courteous and service oriented.

The ideal candidate will be outgoing, have a passion for learning, and enjoy working in a team environment.

This full time position requires working one evening per week and one weekend rotation per month.

Starting Salary: \$48,789 - \$50,000 annually (Depends on Qualifications)

Benefits include four weeks' vacation; sick time of one day per month; 7½ paid holidays per year; participation in Illinois Municipal Retirement Fund; and Health, Life, Vision and Dental Insurance programs.

Employment Applications are available online at [www.palatinelibrary.org](http://www.palatinelibrary.org), at the Welcome Desk at the Main Library, or at any of the branch locations. Please submit a completed application with cover letter and resume to the Human Resources Department at [employment@palatinelibrary.org](mailto:employment@palatinelibrary.org).

Palatine Public Library District is your destination for knowledge, entertainment, and community. The District serves approximately 90,000 residents predominantly within the communities of Palatine and Hoffman Estates.

July, 2018