



ASSISTANT MANAGER **Youth & Teen Services**

Enjoy what you do while contributing to a Library that makes a difference in people's lives.

Palatine Library District has an opening for a service-oriented strategic thinker to join our busy Youth & Teen Services Department.

How You'll Contribute:

While assisting the manager with the day-to-day operations, this position also has the following primary responsibilities:

- collection development
- outreach
- tracking and analyzing statistics
- serve as a member of the Library's Management Team
- participate in strategic planning and development of policies and services

For a complete job description, visit: <https://www.palatinelibrary.org/about/jobs>.

You'll Be Successful Because You Have:

- Master's degree in library science or equivalent
- two years related experience in a public library
- one year of supervisory experience preferred
- fluency in written and spoken Spanish or other language commonly spoken in the district preferred
- ability to communicate effectively with diverse groups
- good judgment and initiative to make appropriate independent decisions
- a continuous learner with a welcoming attitude, a collaborative work ethic, and a desire to go above and beyond to serve our diverse community

The ideal candidate will be innovative, good at developing others, and enjoy a team environment.

What We Offer:

- starting salary range: \$55,000 - \$62,500 annually (depending on qualifications)
- full time: 37.50 hours per week; position requires working one evening per week and one weekend rotation per month
- position qualifies for a hybrid work environment
- four weeks of vacation
- 12 sick days per year
- 12½ paid holidays per year
- participation in the Illinois Municipal Retirement Fund
- optional participation in the medical, life, vision, and dental insurance programs

How To Get Started:

If you are interested in applying for this position, employment applications are available online at <http://www.palatinelibrary.org/about/jobs>. Submit completed application with cover letter,

resume, and three professional references to the Human Resources Department at employment@palatinelibrary.org.

Palatine Public Library District inspires connection, curiosity, and joy. We welcome everyone to access diverse materials, collaborative spaces, technology, programs, and services. The Library serves approximately 90,000 residents predominantly within the communities of Palatine and Hoffman Estates. *Palatine Library District is an Equal Opportunity Employer.*