



ADULT SERVICES ASSISTANT MANAGER

Enjoy what you do while contributing to a Library that makes a difference in people's lives. The Palatine Library District is seeking a full-time **Adult Services Assistant Manager** to help lead a dynamic team dedicated to technology assistance, programming, collections, and outreach. We're looking for a collaborative, curious, and empathetic leader who is passionate about serving a diverse community. The ideal candidate is organized, communicative, solutions-oriented, and committed to the library's mission of providing exceptional service to all.

How You'll Contribute:

In general, the Adult Services Assistant Manager will:

- Assist in overseeing all aspects of the Adult Services department including operations, personnel, materials, and budget
- Serve on and help manage a busy public service desk offering technology, reference, and readers advisory assistance
- Hire, train, and coach departmental staff while providing guidance, support, and leadership
- Participate in strategic planning and policy development as a member of the Management Team.
- Visit <http://www.palatinelibrary.org/jobs> for a complete job description.

You'll Be Successful Because You:

- Have a Master's degree in library science or equivalent
- Have a minimum 2 years related experience in a public library and preferably a minimum of 1 year of supervisory experience
- Can build meaningful relationships with community partners to enhance library services and expand outreach opportunities
- Know how to navigate challenges with professionalism, demonstrating integrity, sound judgment, and respect for diverse perspectives

What We Offer:

- Salary Range: \$66,209-\$73,566 annually, depending on qualifications
- Full Time: 37.5 hours per week
- Eligible to work from home two days per week after successful completion of 90 days
- Benefits include 4 weeks of vacation per year; 12 days of sick time per year; 5 personal days per year; 7½ paid holidays per year; participation in Illinois Municipal Retirement Fund; and medical, life, vision, and dental insurance programs

How To Get Started:

Employment applications are available online at <http://www.palatinelibrary.org/jobs> or any Library location. Please submit a completed application, cover letter, resume, and 3 references to the Human Resources Department at employment@palatinelibrary.org.

About Us:

Palatine Library District inspires connection, curiosity, and joy. The Library serves approximately 90,000 residents predominantly within the communities of Palatine and Hoffman Estates. We are an Equal



Opportunity Employer and strive to reflect our diverse community through our dedication to equity, diversity, and inclusion.