



## YOUTH AND TEEN 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 **Youth and Teen Services Assistant Manager** who is passionate about serving young people, building relationships, and fostering a dynamic, welcoming library space. This position plays a key leadership role in shaping programs, services and collections that support lifelong learning and engagement for youth and teens.

### **How You'll Contribute:**

In general, the **Youth and Teen Services Assistant Manager** is responsible for:

- Assisting in managing the day-to-day operations of the Youth and Teen Services Department with a focus on staff supervision, scheduling, and mentoring in a collaborative, team-driven environment
- Supporting the development of creative and inclusive programs and outreach opportunities that spark curiosity, learning, engagement
- Cultivating strong rapport with staff, members, schools, and community partners to promote the library's mission and services.
- 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 experience
- At least 2 years of related public library experience including 1 year of supervisory experience
- Are enthusiastic about working with kids, teens, and their caregivers
- Are a curious, continuous leader who stays up to date with library trends, youth development, and technology.
- Have strong attention to detail and excellent organizational skills.

### **What We Offer:**

- Salary Range: \$66,209-\$73,566 annually, depending on qualifications
- Full Time: 37.5 hours per week
- Eligible for remote work hours, subject to manager approval. Schedule also includes weekend rotation and may require an evening shift.
- 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
- Additional compensation for non-English language skills

### **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](mailto: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.