



BRANCH 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 **Branch Manager** who thrives in a dynamic environment, values community connection, and is passionate about public service. This position plays a key role in advancing the Library's mission, vision, and culture through strategic planning, community engagement, and policy development.

How You'll Contribute:

In general, the **Branch Manager** is responsible for:

- Overseeing all aspects of the Rand Road Branch and North Hoffman Branch, including operations, personnel, materials, programming, and budget.
- Engaging with community partners, organizations, and residents to strengthen outreach and relationships.
- Managing branch collections, including selection, weeding, and maintenance.
- Creating reports, surveys, and other data-driven materials to support library-wide decision-making.
- 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 required
- At least 3 years of related public library experience including 1 year of supervisory experience
- Fluency in written and spoken Spanish required
- Are a resourceful team player who collaborates effectively
- Have strong attention to detail and excellent organizational skills.

What We Offer:

- Salary Range: \$86,740-\$96,379 annually, depending on qualifications and must successfully pass the bilingual proficiency test to be eligible for this salary range
- Full Time: 37.5 hours per week
- 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.