



## **BRANCH ASSISTANT MANAGER**

***Enjoy what you do while contributing to a Library that makes a difference in people's lives.*** The Palatine Public Library District is looking for a service-oriented, empathetic, motivated, and collaborative full-time **Branch Assistant Manager** for our Rand Road and North Hoffman Branches.

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

In general, the Branch Assistant Manager is responsible for:

- Assist in managing branch operations, procedures, and process improvements
- Supervise, train, schedule, and evaluate branch staff and volunteers
- Plan, coordinate, and facilitate educational and recreational programs in collaboration with public services teams
- Manage branch collections, including selection, weeding, and maintenance

Visit <http://www.palatinelibrary.org/jobs> for a complete job description.

### **You'll Be Successful Because You Have:**

- Master's degree in library science (MLS/MLIS) or equivalent required
- Minimum of two years of experience in a public library setting
- One year of supervisory experience preferred
- Fluency in Spanish (spoken and written) required
- Strong leadership, communication, and organizational skills
- Proficiency with Microsoft Windows, Office 365, library databases, and integrated library systems (Polaris preferred)

The ideal candidate will be an innovative and collaborative networker with a welcoming attitude and a desire to go above and beyond to serve our diverse community.

### **What We Offer:**

- Salary Range: \$70,579 - \$78,421 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
- Schedule: Standard schedule is Monday – Friday from 9:00am – 5:00pm. Will include nights and weekends as needed
- 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; Lifestyle Savings Account

### **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:**

January 2026



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.