



ASSISTANT MANAGER
POPULAR MATERIALS DEPARTMENT
Full Time (37.5 hours per week)

To complete our Popular Materials Department we are looking for an Assistant Manager with an eye for detail, who loves variety and works well with patrons ranging from babies to seniors. The Popular Materials Department consists of services to children, teens, the adult fiction collections and programming for the main library and two small branches. While assisting the manager with the day to day operations this position also has the following primary responsibilities; coordinating homebound services, tracking and analyzing statistics, collection development, and participating in outreach activities. The Assistant Manager will be responsible for hiring, training and coaching staff and volunteers. As a member of the Library's Management Team, this individual will participate in strategic planning and policy development. For a complete job description, visit: <http://www.palatinelibrary.org/about-us/employment>.

Qualifications include:

- ALA-accredited MLS
- Minimum 3 years relevant experience in a public library or equivalent
- 1 year supervising a department or division
- Experience working with children and families
- Able to handle multiple tasks efficiently
- Courteous and service-oriented
- Spanish language is a plus

Physical requirements include: speaking, hearing, vision, and keyboarding ability to sufficient to adequately perform the job, ability to push/pull up to 50 pounds, and lift and carry up to 20 pounds occasionally.

Full time position requires working one evening per week and one weekend rotation per month.

Starting Salary: \$49,000 - \$50,500 annually (Depends on Qualifications)

Benefits include four weeks vacation; sick time of one day per month; 7½ paid holidays per year; participation in the Illinois Mnicipal Retirement Fund, and optional participation in the Health, Life and Dental Insurance programs.

Employment applications are available online www.palatinelibrary.org, at the Welcome Desk at the Main Library, or at any branch location. Please indicate the position you are applying for on the application. Submit cover letter, resume, and application to employment@palatinelibrary.org

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