



**MANAGER**  
**COLLECTION SERVICES DEPARTMENT**  
**Full Time (37.5 hours per week)**

Palatine Library District has an exciting opportunity for a curious, tech-savvy individual with a collaborative leadership style to manage the Collection Services Department at the Palatine Public Library District. Responsibilities include managing a staff of 7 (2 full-time and 5 part-time); coordinating selection, acquisition, cataloging, and processing for our three library locations. As a member of the Library's Management Team, this individual will participate in strategic planning and development of policies and services. Visit [www.palatinelibrary.org](http://www.palatinelibrary.org) for a complete job description.

Key opportunities for this position: The Library is joining the CCS Consortium of 28 libraries and migrating from Ill's Sierra ILS to Polaris over Labor Day weekend. The Library is also about to embark on an interior renovation. A long-time Assistant Manager for the department will be retiring in October. The new Collection Services Manager will have the opportunity to redesign the department's processes and workflow.

Qualifications include:

- Master's degree in library science
- Minimum 3 years related experience at a public library including 1 year supervisory experience.
- Experience with integrated library systems (Innovative Polaris preferred)
- Proficiency in the use of personal computing technologies, including desktops, laptops, tablets, current operating systems, and internet applications.

Salary: \$55,356.00 annually (depending on qualifications)

Benefits include four weeks' vacation; one sick day per month; 7½ paid holidays per year; participation in the Illinois Municipal Retirement Fund; and optional participation in health insurance programs.

Employment applications are available online at [www.palatinelibrary.org](http://www.palatinelibrary.org). Submit completed application with cover letter, resume, and three professional references to the Human Resources Department at [employment@palatinelibrary.org](mailto:employment@palatinelibrary.org).

Palatine Public Library District inspires connection, curiosity, and joy. We welcome everyone to access diverse materials, collaborative spaces, technology, programs, and services. The Library serves approximately 90,000 residents predominantly within the communities of Palatine and Hoffman Estates.

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