



ASSISTANT MANAGER
Youth & Teen Services

Full Time - 37.5 hours per week

Palatine Library District has an opening for a service-oriented strategic thinker to join our busy Youth & Teen Services Department. While assisting the manager with the day-to-day operations, this position also has the following primary responsibilities: collection development, outreach, and tracking and analyzing statistics. The Assistant Manager will also 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: <https://www.palatinelibrary.org/about/jobs>.

Qualifications include:

- Master's degree in library science or equivalent required.
- Two years related experience in a public library.
- One year of supervisory experience preferred.
- Fluency in written and spoken Spanish or other language commonly spoken in the district preferred.

The ideal candidate will be organized, innovative, good at developing others, and enjoy a team environment.

Physical requirements include speaking, hearing, vision, and keyboarding ability to sufficient to adequately perform the job, ability to push/pull up to 100 pounds, and lift and move up to 25 pounds occasionally. Must have valid driver's license and proof of auto insurance or have the ability to arrange own transportation between Main library, branches, and other locations as needed.

Full time position requires working one evening per week and one weekend rotation per month. This position qualifies for a hybrid work environment.

Starting Salary: \$50,138 - \$55,152 annually (depending on qualifications)

Benefits include four weeks of vacation; sick time of one day per month; 7½ paid holidays per year; participation in the Illinois Municipal Retirement Fund; and optional participation in the medical, life, vision, and dental insurance programs.

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

Palatine 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.