



## WORKSHOP MANAGER

***Enjoy what you do while contributing to a Library that makes a difference in people's lives.*** The Palatine Library District is seeking an enthusiastic, innovative, and service-oriented leader to manage our Workshop Department, which includes the Library's dynamic makerspace and media studios.

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

Responsibilities include:

- overseeing all aspects of the Workshop Department, including operations, personnel, materials, and budget
- managing staff of eight while providing guidance, support, and leadership
- serving as a member of the Library's Management Team
- participating in strategic planning and development of policies and services

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

### **Key Opportunities for This Position:**

As The Workshop continues to grow in popularity and activity, we want to make it accessible to an even broader range of community members. This manager will play a key role in developing and expanding services to increase engagement and outreach.

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

- Bachelor's degree or equivalent experience in library science, education, media, art, or related field
- minimum three years related experience at a public library including one year of supervisory experience
- experience with makerspace equipment (e.g. 3D printers, laser cutters, sewing machines, etc.) and related software
- ability to consistently provide excellent customer service to members and staff
- ability to work collaboratively as a member of a team with colleagues and departmental staff
- ability to exercise initiative and to make appropriate independent decisions

### **What We Offer:**

- starting salary range: \$72,000 - \$80,000 annually (depending on qualifications)
- full time: 37.50 hours per week
- position qualifies for a hybrid work environment
- 4 weeks of vacation per year
- 12 sick days per year
- 7½ paid holidays per year
- 5 personal days per year
- participation in the Illinois Municipal Retirement Fund
- optional participation in the medical, life, vision, and dental insurance programs

### How To Get Started:

If you are interested in applying for this position, employment applications are available online at <http://www.palatinelibrary.org/about/jobs>. 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. *Palatine Library District is an Equal Opportunity Employer.*

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