



## **ADULT SERVICES MANAGER**

***Enjoy what you do while contributing to a Library that makes a difference in people's lives.*** The Palatine Library District is seeking a full-time **Adult Services Manager** to lead a dynamic team providing a range of services, including collections, computer help, programs, and outreach. We're looking for an experienced, collaborative, and enthusiastic leader who is passionate about delivering exceptional service to our diverse community. The ideal candidate will be resourceful, empathetic, and committed to supporting the library's mission.

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

In general, the Adult Services Manager is responsible for:

- Overseeing all aspects of the Adult Services department including operations, personnel, materials, and budget
- Hiring, training, and coaching departmental staff while providing guidance, support, and leadership
- Participating in strategic planning and policy development as a member of the Management Team.
- Visit <http://www.palatinelibrary.org/jobs> for a complete job description.

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

- Have a Master's degree in library science or equivalent experience
- Have a minimum 3 years related experience in a public library including a minimum of 1 year of supervisory experience
- Innovate and adapt services to meet evolving community needs and interests
- Inspire and mentor staff to reach their full potential and contribute to a positive team environment
- Continue to learn new skills and to seek out professional development
- Enjoy contributing to a cooperative team environment

### **What We Offer:**

- Salary Range: \$83,404-\$92,672 annually, depending on qualifications
- Full Time: 37.5 hours per week
- Eligible to work from home two days per week after successful completion of 90 days
- 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

### **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:**

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.