



## **YOUTH AND TEEN SERVICES MANAGER**

***Enjoy what you do while contributing to a Library that makes a difference in people's lives.*** The Palatine Library District is looking for an enthusiastic and strategic thinker to serve as our **Youth and Teen Services Manager**. In this role, you'll mentor a dynamic public services team and oversee department operations, collections, and programs. We're looking for an experienced, collaborative, and innovative leader who is passionate about delivering exceptional service to our diverse community and committed to supporting the library's mission.

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

In general, the Youth and Teen Services Manager is responsible for:

- Overseeing all aspects of the Youth and Teen 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
- Are enthusiastic about working with kids, teens, and their caregivers
- 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

### **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.