



## Youth Services Assistant Manager

At St. Charles Public Library, we aspire to be a dynamic community center committed to providing accessible resources, creating connections, and inspiring learning in our community of 56,000 residents. We are currently seeking candidates for a Youth Services Assistant Manager who will support the professional growth of our staff, foster meaningful relationships with families, schools, and community partners, and assist with the development of engaging programs and services for children, and caregivers. If you are a resilient, adaptable, and collaborative library leader who is ready for a new challenge, we would love to meet you.

This is a full-time, exempt position with regular evening and weekend shifts. This individual reports to our Youth Services Manager and has supervisory responsibilities.

### ESSENTIAL FUNCTIONS:

- **Supervision**
  - Plans, organizes, administers, reviews and evaluates the activities of assigned staff
  - Recommends and assists with the selection of staff; trains and re-trains employees as needed; assists with professional development for the whole department
  - Understands the library's collective bargaining agreement and successfully carries out all related policies and activities
- **Planning**
  - Assists with the planning, implementation, management and evaluation of programs, events and initiatives serving youth from birth through middle school
  - Assists with the coordination of youth-related community engagement initiatives and programming partnerships
  - Participates in strategic planning activities that support the library's mission, vision, and goals
- **Administration**
  - Develops and coordinates work teams and committees; serves as a member of the management team
  - Assists with annual budgeting for Youth Services; approves payments for services within assigned budget
  - Collaborates with the other managers and librarians to manage relationships with vendors; negotiates contracts; evaluates current resources, and recommends new resources
  - Develops and maintains the library's youth department related website content

**EDUCATION AND EXPERIENCE:** Master's degree in Library Science from an ALA-accredited institution (or equivalent) with three (3) years of experience in library youth services functions; at least one (1) year of supervisory experience is preferred

**ANNUAL SALARY:** \$56,557 minimum - \$75,410 midpoint - \$94,262 maximum; offers are generally made within the minimum to the midpoint range, depending on qualifications, experience, and internal equity.

**BENEFITS:**

- Four (4) weeks of paid vacation, twelve (12) sick days, three (3) personal days, eight (8) holidays
- Up to 20% remote work allowed, pending successful completion of probationary period
- Comprehensive benefits package including health, dental, and vision insurance
- Retirement savings plan (IMRF) and optional 457b deferred compensation enrollment
- Professional development opportunities and support for continuing education and conference attendance

**TO APPLY:** Ready to embark on the next chapter of your library career? Submit a cover letter and resume to: [hr-applicants@scpld.org](mailto:hr-applicants@scpld.org), Attention: Kelly Stulgate, Youth Services Manager. Applications are available on our website: <https://www.scpld.org/>

*The St. Charles Public Library is an Equal Opportunity Employer*