TECHNOLOGY ASSOCIATE
TECHNOLOGY DEPARTMENT
Part Time – 20 hours per week (Average)

Palatine Public Library District is committed to providing exceptional customer service to our patrons and staff. We are seeking an engaging, customer service oriented, tech-savvy individual to work in the Library's Digital Media Center and at the Technology Help Desk. Experience with video/film, music, or digital media software (e.g. FinalCut, GarageBand, Adobe Creative Cloud) and downloading eBooks to tablets/smartphones is preferred. Some flexibility in the schedule is available. Candidates must have familiarity with Windows and Mac operating environments. For a complete job description, please go to www.palatinelibrary.org.

Qualifications include:
- 2 years college or specialized computer training programs or equivalent.
- Minimum 1 year related experience working with technology. Library technology preferred.
- Proficiency in the use of personal computing technologies, including desktops, laptops, tablets, current operating systems, and internet applications.

Physical requirements include: speaking, hearing, vision and keyboarding ability sufficient to adequately perform the functions of the job, ability to push/pull up to 50 pounds, and lift/carry up to 20 pounds occasionally.

Schedule:	Mondays	8:30 a.m. – 1:00 p.m.
	Tuesdays	8:30 a.m. – 1:00 p.m.
	Fridays	8:30 a.m. – 1:00 p.m.

One evening per week 5:00 p.m. – 9:00 p.m.

Every 5th weekend: Saturday 8:30 a.m. – 5:00 p.m. and Sunday 11:30 a.m. – 5:00 p.m.

Schedule includes additional 2.5 flexible hours per week and may include working additional nights and weekends occasionally

Salary: $16.60 - $17.50 per hour.

Benefits include pro-rated vacation, personal and sick time; 7½ paid holidays per year; and participation in the Illinois Municipal Retirement Fund.

Employment applications are available on-line www.palatinelibrary.org. **Please indicate the position you are applying for on the application.** Submit completed application with cover letter and resume to the Human Resources Department at employment@palatinelibrary.org.

March 2018