BRANCH LIBRARY ASSOCIATE - BILINGUAL
RAND ROAD BRANCH -1585 Rand Road, Palatine, IL. and
MAIN LIBRARY - 700 N. North Court, Palatine

Part Time – 15 Hours per week (average)

We have an immediate opening for a bilingual, friendly, enthusiastic and service-oriented individual to work at the Rand Road Branch. Selected individual must be fluent in English and Spanish. Primary responsibilities include checking in and out library material, issuing new and replacement library cards, providing basic reference and readers advisory services to patrons of all ages, assisting with programs, and shelving library material. For a complete job description, visit www.palatinelibrary.org.

Qualifications include:

- High school diploma or equivalent required
- Previous clerical experience in a comparable business or library preferred
- Proficiency in the use of personal computing technologies
- Bilingual in English and Spanish

The ideal candidate will be outgoing, enjoy providing assistance to others, and comfortable working in a team environment.

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

Schedule: Tuesdays 9:45 a.m. – 6:00 p.m.
One Saturday a Month: start at Rand Road: 8:45 a.m. – 1:00 p.m.
then go to Main library 1:15 p.m. – 5:00 p.m.

Three Saturdays a month: work at Main library 9:00 a.m. – 5:00 p.m.

Schedule may include working at other locations.

Salary: $14.07 per hour.

Employment applications are available online at www.palatinelibrary.org, at the Welcome Desk at the Main Library, or at any of the branch locations. Please indicate the position you are applying for on the application. Submit completed application to the Human Resources Department or to employment@palatinelibrary.org.

Palatine Public Library District is your destination for knowledge, entertainment, and community. The District serves approximately 90,000 residents predominantly within the communities of Palatine and Hoffman Estates.

May 2018