



TEMPORARY SUMMER POSITION

TECHNOLOGY ASSOCIATE
Technology Department
20 hours per week (Average)

Palatine Public Library District is looking for an engaging, customer service oriented, tech-savvy individual to fill a temporary summer position working 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. 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: 20 hours per week during daytime hours

Salary: \$16.60 - \$17.50 per hour.

Employment applications are available online at www.palatinelibrary.org, at the Welcome Desk at the Main Library and at each of our branch locations. **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.

May 2018