



LIBRARY ASSOCIATE III
ADULT SERVICES DEPARTMENT
Part Time (25 hours per week)

We have an opening for an experienced, enthusiastic, service oriented individual to work in our Adult Services Department. Primary responsibilities include providing excellent positive front-line interactions with members at public service desks using library resources. Will develop, facilitate, and evaluate library programs, and serve as liaison to community organizations. Will also be responsible for assisting in the development, maintenance, and selection of materials to meet customer needs, and enrich and diversify the Library's collections.

Qualifications include:

- Bachelor's degree or equivalent
- Two years related experience
- Excellent communication skills
- Ability to work with efficiency, accuracy, and appropriate speed to problem solve and work collaboratively with attention to detail
- Ability to instruct and assist members in the use of library resources, technology, policy, and procedure
- Courteous with excellent customer service skills, delivering reliable and accurate reference and readers advisory assistance to members in person, on the telephone, or electronically

The ideal candidate will share our vision of inspiring connection, curiosity, and joy. Candidate will enjoy providing assistance to others and be comfortable working in a team environment. Bilingual skills of Spanish, Polish, Tagalog, or Chinese preferred.

Physical requirements include speaking, hearing, vision, and manual dexterity sufficient to adequately perform the job, ability to push/pull up to 100 pounds and lift and move up to 25 pounds occasionally in addition to prolonged sitting and repetitive keyboard use.

Hours: May include evenings and weekends.

Salary: \$19.73 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 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 employment@palatinelibrary.org.