



TECHNOLOGY ASSOCIATE
TECHNOLOGY DEPARTMENT
Part Time – 25 hours per week (Average)

We have an immediate opening for an innovative, collaborative, and tech-savvy individual in The Workshop, the library's new creative space. An ideal candidate has a strong background in design and media technologies, a passion for DIY projects, and a customer centered focus. The Workshop includes a 1475 sq. ft makerspace, four digital media studios, and a staffed service desk. Technology Associates help users with The Workshop's equipment, software, and computers, (including 3D printers, a laser cutter, sewing machines, media conversion, and more). This position develops and leads programs covering a range of technology and maker/DIY topics, performs equipment maintenance, and helps manage supply inventories. We are an Equal Opportunity Employer and strive to reflect our diverse community through our dedication to equity, diversity, and inclusion. For a complete job description, please go to www.palatinelibrary.org.

Qualifications include:

- Two years of college level coursework, Associates Degree, LTA certificate, or equivalent.
- One year of related experience in a comparable business, organization, or library.
- Familiarity with makerspace equipment (e.g. 3D printers, laser cutters, sewing machines, etc.) and related software
- Ability to manage multiple tasks with efficiency, skill, accuracy and appropriate speed
- Ability to provide excellent customer service at all times with members and staff

The ideal candidate will share our vision of inspiring connection, curiosity, and joy. Candidate will be flexible, a quick learner, 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, lift or move up to 25 pounds occasionally.

Schedule requires one evening a week and one weekend a month; occasionally additional nights and weekends may be required.

Salary: \$18.47 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.

January 2022