



## **Bilingual Library Associate II**

***Enjoy what you do while contributing to a Library that makes a difference in people's lives.*** We are looking for an enthusiastic, collaborative, organized individual to join our Youth and Teen Services Department and help serve the youth and families of our diverse community. You will assist with programs, storytime, community outreach, reader's advisory, and more.

### **How You'll Contribute:**

In general, the Bilingual Library Associate II is responsible for:

- Being adaptable and taking the initiative on moving projects to completion
- An excellent problem solver, be able to communicate effectively across the organization, and be comfortable working in a team environment
- Providing positive front-line interactions with members using library resources
- Delivering reliable and accurate reference and readers advisory assistance to members in person, on the telephone, or electronically. Instructs and assists members in the use of library resources and technology
- Participating in planning, ideation and hosting of staff-led programs, paid programs, special events, and outreach events. Prepares presenter contracts
- Assisting in developing, maintaining, and selecting diverse materials through weeding, repairs, displays, and discards under the direction of the selector

Visit [www.palatinelibrary.org](http://www.palatinelibrary.org) for a complete job description

### **You'll Be Successful Because You Have:**

- Two years of college-level coursework, Associates Degree, LTA certificate, or equivalent
- One year of related experience in a comparable customer service organization or library
- Ability to manage multiple tasks with efficiency, skill, accuracy and attention to detail
- Ability to provide excellent customer service at all times with members and staff
- Fluent in both English and Spanish is required (written and spoken)

### **What We Offer:**

- Hourly Range: \$17.00 – \$21.25 (Depending on qualifications)
- Part Time: 9:00am – 2:00pm (Schedule will include an evening and weekend rotation. Schedule may vary on occasion due to program responsibilities.)
- Benefits include pro-rated vacation, floating holidays and sick time; 7 ½ paid holidays per year; and participation in the Illinois Municipal Retirement Fund

### **How To Get Started:**

If you are interested in applying for the **Bilingual Library Associate II** in the Youth and Teen Services position, please follow this link to submit a resume, cover letter (required) and 3 professional references by clicking the link:

<https://palatinelibrary.recruitpro.com/jobs/234069-50843.html>



**This position is open until filled.**

**More important than the best skills, however, is the right person.**

Palatine Public Library District inspires connection, curiosity, and joy. The District serves approximately 90,000 residents predominantly within the communities of Palatine and Hoffman Estates.

*Palatine Library District is an Equal Opportunity Employer*