



## **Branch Library Associate - Bilingual**

***Enjoy what you do while contributing to a Library that makes a difference in people's lives.***

We have an immediate opening for a bilingual **Branch Library Associate** who is, self-motivated, resourceful and service-oriented individual to work primarily at the **Rand Road Branch**. Primary responsibilities include providing basic reference and readers advisory services to members of all ages, checking in and out library material, issuing new and replacement library cards, assisting with programs, and shelving library material.

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

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

- Being a problem solver, team player and be customer-service oriented
- Taking the initiative in providing assistance to others and be comfortable working in a team environment
- Providing a positive front-line interaction with members in person and on the telephone using Library resources
- Opening and closing the facility
- Performing check-in, checkout, sorting, shelving, shifting, straightening, shelf reading and weeding of materials
- Providing reliable and accurate directional and readers advisory assistance to members. Instructs and assists members in the use of Library resources and technology

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
- Customer service experience in a similar environment preferred
- Proficiency in the use of personal computing technologies
- Ability to communicate effectively and efficiently
- Fluency in written and spoken English and Spanish

### **What We Offer:**

- Hourly Range: \$15.65 – \$19.56 (Depending on qualifications)
- Part Time: 15 Hours Per Week (average)
  - Tuesdays: 12:00pm – 6:00 pm
  - Thursdays: 12:00pm – 6:00 pm
  - Saturdays: 10:00am – 1:00 pm
- Benefits include eight hours of floating holiday time per year and three hours of sick time per month.

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

If you are interested in applying for the **Branch Library Associate (Bilingual)** at the Rand



Road Branch – 1585 Rand Road, Palatine, IL, please follow this link to submit a resume by clicking the link:

<https://palatinelibrary.recruitpro.com/jobs/234072-50843.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*