



HUMAN RESOURCES ASSOCIATE
Part Time Position (25 hours per week)

Palatine Public Library District has an opening for a resourceful, highly organized, and detail-oriented Human Resources Associate. Responsibilities include processing bi-weekly payroll, managing leaves of absence, processing health benefit transactions, and maintaining personnel and payroll records. Will provide staff guidance on HR policies, procedures, and health benefits. Assists in the areas of recruiting, interviewing, onboarding, orientation, training, and offboarding. Please visit www.palatinelibrary.org/about/jobs for a complete job description.

Qualifications include:

- Two years of college level coursework, Associates Degree, LTA certificate, or equivalent
- Minimum 2 years related Human Resources experience
- Proficiency in PC skills (Word, Excel, and PowerPoint)
- Experience with Paycom or other payroll software preferred
- Excellent customer service skills and initiative to complete tasks in a timely fashion
- Ability to handle confidential and sensitive information with discretion
- Ability to communicate effectively in English, both orally and in writing
- Ability to handle multiple tasks and efficiently organize work

The ideal candidates will partner with the Human Resources Manager in a team environment and be able to prioritize multiple tasks efficiently and effectively with a high level of urgency and diplomacy.

Schedule: Daytime hours Monday-Friday. 20-25 hours per week with flexible hours and the occasional ability to work from home

Salary: \$19.48-\$20.45 per hour, depending on qualifications

Benefits include two weeks' vacation per year; sick time of one day per month; 7½ paid holidays per year; and participation in Illinois Municipal Retirement Fund.

Employment Applications are available online at www.palatinelibrary.org or any Library location. Please submit a completed application, cover letter, resume, and 3 references to the Human Resources Department at employment@palatinelibrary.org.

Palatine Library District inspires connection, curiosity, and joy. We welcome everyone to access diverse materials, collaborative spaces, technology, programs, and services. The Library serves approximately 90,000 residents predominantly within the communities of Palatine and Hoffman Estates.