



ADULT SERVICES LIBRARIAN

Enjoy what you do while contributing to a Library that makes a difference in people's lives. Palatine Library District has an exciting opportunity for a self-motivated, analytical individual with attention to detail to contribute to the Adult Services Department at the Palatine Public Library District.

How You'll Contribute:

Responsibilities include:

- Selecting and maintaining diverse materials for collections with emphasis on adult fiction
- Teaches classes to members and staff as assigned.
- Serve as a member of the person-in-charge of Library, responding to emergencies and complaints
- Serves as liaison to outside groups as assigned.

Visit <http://www.palatinelibrary.org/about/jobs> for a complete job description.

Key Opportunities for This Position:

The Library is about to embark on renovation of the staff workrooms. The Adult Services Librarian develops, facilitates, and evaluates staff-led programs, paid programs, special events, outreach events, and system wide programming.

You'll Be Successful Because You Have:

- Master's degree in library science
- One year of related experience in a comparable business, organization, or library
- Fluency in written and spoken Spanish or other language commonly spoken in the district is preferred
- Able to provide exceptional customer service
- Ability to work collaboratively in a team environment

What We Offer:

- starting salary range: \$49,913 - \$56,152 annually (depending on qualifications)
- full time: 37.50 hours per week
- position qualifies for a hybrid work environment
- four weeks of vacation
- 12 sick days per year
- 12½ paid holidays per year
- participation in the Illinois Municipal Retirement Fund
- optional participation in the medical, life, vision, and dental insurance programs

How To Get Started:

If you are interested in applying for this position, employment applications are available online at <http://www.palatinelibrary.org/about/jobs>. Submit completed application with cover letter, resume,

and three professional references to the Human Resources Department at employment@palatinelibrary.org.

Palatine Public 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. *Palatine Library District is an Equal Opportunity Employer.*

December 2023