



BRANCH LIBRARY ASSOCIATE - BILINGUAL
RAND ROAD BRANCH - 1585 Rand Road, Palatine, IL.

Part Time – 25 Hours per week (average)

We have an immediate opening for a bilingual, self-motivated, resourceful and service-oriented individual to work primarily at the Rand Road Branch. Primary responsibilities include providing technology, basic reference and readers advisory services to members of all ages, checking in and out library material, issuing new and replacement library cards, hosting programs, and shelving library material. 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, visit www.palatinelibrary.org.

Qualifications include:

- 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

The ideal candidate will be a problem solver, team player and be customer-service oriented. Candidates will take the initiative in providing assistance to others and be comfortable working in a team environment. Bilingual skills of English and Spanish are required.

Physical requirements include: speaking, hearing, vision and manual dexterity sufficient to adequately perform the job, ability to push/pull up to 100 pounds, and lift or move up to 25 pounds frequently.

Schedule:	Tuesdays	10 a.m. – 6:00 p.m.
	Wednesdays	10 a.m. – 6:00 p.m.
	Thursdays	10 a.m. – 6:00 p.m.
	Every other Saturday	9 a.m. – 1:00 p.m.

Salary: \$21.40 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 online at www.palatinelibrary.org, at the Welcome Desk at the Main Library, or at any of the branch locations. Please indicate the position you are applying for on the application. Submit completed application to the Human Resources Department or to 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.