



## ADULT SERVICES LIBRARIAN

***Enjoy what you do while contributing to a Library that makes a difference in people's lives.*** Palatine Library District is seeking an adaptable and service-oriented **Adult Services Librarian** who delivers exceptional reference assistance, readers' advisory, and technology support. This position requires a continuous learner and effective communicator with a passion for supporting job seekers and small businesses. The ideal candidate thrives as a collaborative team player, demonstrates initiative, and seeks innovative ways to develop collections, programs, and community partnerships that empower lifelong enrichment and entrepreneurial success.

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

In general, the Adult Services Librarian will:

- Empower community members by providing personalized reference assistance, readers' advisory, and technology support.
- Plan and deliver programs for job seekers and small business owners along with other engaging programs that reflect the interests and needs of our diverse community.
- Curate and maintain parts of the adult nonfiction collection, ensuring materials are current, inclusive, and accessible.
- Serve as a person-in-charge of the Library, responding to emergencies and complaints.
- Serve as a notary for the public.
- Serve as a liaison to outside groups as assigned.

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

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

- Master's degree in library science or equivalent required
- 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
- Ability to always provide excellent customer service with members and staff
- Ability to work collaboratively as a member of a team with colleagues and managers

### **What We Offer:**

- Salary Range: \$56,764-\$63,071 annually (depending on qualifications)
- Full time: 37.5 hours per week
- Additional compensation for non-English language skills
- Benefits include 4 weeks of vacation per year; 12 days of sick time per year; 5 personal days per year; 7½ paid holidays per year; participation in Illinois Municipal Retirement Fund; and 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 the completed application with cover letter, resume,

and three professional references to the Human Resources Department at [employment@palatinelibrary.org](mailto: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.*

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