



CIRCULATION ASSOCIATE
CIRCULATION DEPARTMENT
Part time – 25 hours per week

Palatine Public Library District has an immediate opening for a friendly, welcoming customer service oriented individual who enjoys working with the public. Primary responsibilities include providing exceptional customer service to patrons and staff at the Circulation public service desks at our Main Library and North Hoffman Branch. Candidate will also serve as point of contact for the Circulation Department in the absence of the Manager or Assistant Manager. Visit www.palatinelibrary.org for a complete job description.

Qualifications include:

- 2 years college level coursework, Associate’s Degree, LTA certificate or equivalent;
- Minimum of 1 year related circulation experience in a public library with automated systems or equivalent required;
- Ability to use good judgment in following procedures in support of library policies;

The ideal candidate will be outgoing, enjoy helping others, and comfortable working in a team environment.

Physical requirements include: speaking, hearing, vision and keyboarding ability sufficient to adequately perform the job, ability to push/pull up to 50 pounds and lift and carry up to 20 pounds occasionally.

Scheduled Hours:	Monday	11:00 a.m. – 3:00 p.m. (North Hoffman Branch)
	Tuesday	9:00 a.m. – 4:00 p.m. (Main Library)
	Wednesday	11:00 a.m. – 5:00 p.m. (Main Library)
	Thursday	4:00 p.m. – 9:00 p.m. (Main Library)

One weekend per month at Main Library:	Saturday 8:30 a.m. – 5:00 p.m.
	Sunday 11:30 a.m. – 5:00 p.m.

Position requires providing coverage at both Branch locations as needed.

Salary: \$15.27 - \$17.00 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 on-line www.palatinelibrary.org, at the Welcome Desk at the Main Library, or at any of the branch locations. Please indicate which position you are applying for on the application. Please submit a completed employment with cover letter and resume to the Human Resources Department at employment@palatinelibrary.org.

September, 2018