



LIBRARY ASSISTANT
CIRCULATION DEPARTMENT

Part Time/Substitute – 15 Hours per week (approximately)

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 assisting patrons checking out library materials, issuing library cards, collecting fines and fees, and promoting library services to the public. A complete job description is located at www.palatinelibrary.org.

Qualifications include:

- High school diploma or equivalent
- Customer service experience in a similar environment preferred
- Ability to communicate skillfully, accurately and pleasantly
- Working knowledge of personal computers and Internet applications
- Excellent customer service and people skills are required

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.

Hours are: Saturdays 9:00 a.m. – 5:00 p.m.

Additional hours to be determined weekly based on the need of the department, hours may be day, evening, or Sunday hours.

Salary: \$11.93 per hour

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 submit a completed employment application with cover letter and resume to the Human Resources Department at employment@palatinelibrary.org.

September 2018