



ADMINISTRATIVE ASSOCIATE
Part Time (20 hours per week)

Palatine Public Library District has an opening for a friendly and highly organized Administrative Associate. Responsibilities include preparing monthly Board packet, posting of agendas and minutes on the website and taking Board minutes. Also, serve as Volunteer Coordinator by recruiting, placing, and orientating volunteers. Will enroll, track and oversee reimbursement for employee training, maintain various library statistics, complete and file various reports and surveys, and assist with planning and implementation of events for staffs, volunteers, and Friends of the Library. Please visit www.palatinelibrary.org for a complete job description.

Qualifications include:

- 2 years of college or a specialized training program
- Minimum 2 years related Administrative experience, library administration or legal experience preferred
- Proficiency in use of current personal computer technologies, e.g. internet applications, word processing, spreadsheet applications
- Exceptionally courteous and service oriented
- Ability to communicate effectively in English, both orally and in writing
- Ability to handle multiple tasks and efficiently organize work

The ideal candidate will work with administrative staff in a team-oriented manner and be able to prioritize multiple tasks efficiently with a high degree of discretion and tact.

Schedule: Daytime hours, Monday – Friday, 20 Hours per week
Must be available one Wednesday evening a month

Salary: \$18.00 - \$19.50 per hour

Benefits include two weeks vacation per year; sick time of one day per month; 7½ paid holidays per year; and participation in Illinois Municipal Retirement Fund;

Employment Applications are available online at www.palatinelibrary.org, at the Welcome Desk at the Main Library, or at any branch location. Please submit a completed application and resume to the Human Resources Department at employment@palatinelibrary.org.

Palatine Public Library District is your destination for knowledge, entertainment, and community. The District serves approximately 90,000 residents predominantly within the communities of Palatine and Hoffman Estates.

November, 2018