



**TECHNOLOGY ASSOCIATE**  
**TECHNOLOGY DEPARTMENT**  
**Part Time – 20 hours per week (Average)**

We have an immediate opening for an engaging, customer service oriented, tech-savvy individual to work in the Library’s Digital Media Center and at the Technology Help Desk. Experience with video/film, music, or digital media software (e.g. FinalCut, GarageBand, Adobe Creative Cloud) and downloading eBooks to tablets/smartphones is preferred. Candidates must have familiarity with Windows and Mac operating environments. For a complete job description, please go to [www.palatinelibrary.org](http://www.palatinelibrary.org).

Qualifications include:

- 2 years college or specialized computer training programs or equivalent.
- Minimum 1 year related experience working with technology. Library technology preferred.
- Proficiency in the use of personal computing technologies, including desktops, laptops, tablets, current operating systems, and internet applications.
- Ability to provide exceptional customer service experience to patrons and staff.

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

Schedule:	Mondays	8:30 a.m. – 1:30 p.m.
	Wednesdays	8:30 a.m. – 1:30 p.m.
	Thursdays	4:00 p.m. – 9:00 p.m.
	Fridays	8:30 a.m. – 1:30 p.m.

Every 5<sup>th</sup> weekend:

Saturday 8:30 a.m. – 5:00 p.m. and Sunday 11:30 a.m. – 5:00 p.m.

Schedule includes additional 3-4 flexible hours per week to be added to the above scheduled days and may include working additional nights and weekends occasionally.

Salary: \$16.91 - \$17.50 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 [www.palatinelibrary.org](http://www.palatinelibrary.org), at the Welcome Desk at the Main Library, or at any branch location. Please indicate the position you are applying for on the application. Submit cover letter, resume and application to [employment@palatinelibrary.org](mailto:employment@palatinelibrary.org).

July 2019