



**LIBRARIAN or Library Associate III**  
**Bilingual School Services**  
**POPULAR MATERIALS DEPARTMENT**  
**Full Time (37.5 hours per week)**

We have an opening for a friendly, outgoing Spanish Bilingual Librarian or Librarian student to act as our liaison to a large, busy school district. We will consider Bilingual educators for this position which involves working with teachers, children, their parents and caregivers and to provide services in English and Spanish. Primary responsibilities include: providing outreach services to the schools including educational technologies, STEAM activities; selecting and hosting dynamic family programs; providing reader's assistance services to patrons of all ages; maintaining assigned collections; participating in community outreach initiatives and serving as person in-charge of building as scheduled. Complete job descriptions can be found online at:

<https://www.palatinelibrary.org/about/jobs>

Qualifications include:

- MLS from an ALA accredited Library School preferred
- Prior experience at a public library or school preferred
- Ability to read and write English and Spanish fluently required
- Able to provide exceptional customer service
- Ability to work collaboratively 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.

Full-time position requires working one evening per week and weekend rotation.

Salary: \$40,000 - \$50,000 (based on qualifications)

Benefits include vacation; sick time; 7 ½ paid holidays per year; participation in the Illinois Municipal Retirement Fund, and optional participation in the Health, Life, Dental and Vision Insurance programs.

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).

August, 2019