



BILINGUAL MATERIALS ASSISTANT
CIRCULATION DEPARTMENT
Part time – 15 Hours per Week

We have an immediate opening for a courteous, friendly, detail-oriented individual who enjoys working in a fast-paced environment. Candidates must have the ability to perform duties accurately and efficiently while multi-tasking. Selected individual is responsible for emptying book bins, checking in library material from multiple locations, shelving materials, and answering phone calls from patrons regarding their accounts. We are an Equal Opportunity Employer and strive to reflect our diverse community through our dedication to equity, diversity, and inclusion. A complete job description can be found online at <http://www.palatinelibrary.org>.

Qualifications include:

- Customer service experience in a similar environment preferred.
- Exceptionally courteous and service oriented.
- Experience with integrated library system desired.
- Knowledge of Windows platforms required.
- Ability to communicate effectively in English, and a second language, both orally and in writing.

The ideal candidate will share our vision of inspiring connection, curiosity, and joy. Candidate will ideally speak a second language, preferably Spanish, Polish, Tagalog or Chinese. Also, will enjoy providing assistance to 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. Duties will require employee to bend, stoop, reach, and stand for extended periods of time.

Scheduled hours:	Tuesday	5:00 p.m. – 9:00 p.m.
	Wednesday	1:00 p.m. – 5:00 p.m.
	Friday	2:00 p.m. – 6:00 p.m.

One Week Per Month:

Above hours plus:

Saturday	9:00 a.m. – 5:00 p.m.
Sunday	12:00 p.m. – 5:00 p.m.

Salary: \$11.20 - \$11.48 per hour

Employment applications are available at www.palatinelibrary.org, at the Welcome Desk at the Main Library, or at any of the branch locations. **Please indicate the position you are applying for on the application.** Submit a completed application to the Human Resources Department or to employment@palatinelibrary.org.

December 2019