



BRANCH LIBRARY ASSOCIATE - BILINGUAL
RAND ROAD BRANCH - 1585 Rand Road, Palatine, IL. and
MAIN LIBRARY - 700 N. North Court, Palatine

Part Time – 15 Hours per week (average)

We have an immediate opening for a bilingual, friendly, enthusiastic and service-oriented individual to work at the Rand Road Branch. Selected individual must be bilingual. Primary responsibilities include checking in and out library material, issuing new and replacement library cards, providing basic reference and readers advisory services to patrons of all ages, assisting with programs, and shelving library material. We are an Equal Opportunity Employer and strive to reflect our diverse community through our dedication to equity, diversity and inclusion. For a complete job description, visit www.palatinelibrary.org.

Qualifications include:

- High school diploma or equivalent required
- Customer service experience in a similar environment preferred
- Proficiency in the use of personal computing technologies
- Bilingual in English and a second language

The ideal candidate will share our vision of inspiring connection, curiosity and joy. Candidate will enjoy providing assistance to others, and comfortable working in a team environment. Bilingual skills of Spanish, Russian, Polish, Tagalog, or Chinese preferred.

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.

Schedule: Thursdays 9:45 a.m. – 6:00 p.m.
 One Saturday a Month: start at Rand Road: 8:45 a.m. – 1:00 p.m.
 then go to Main library 1:15 p.m. – 5:00 p.m.

 Three Saturdays a month: work at Main library 9:00 a.m. – 5:00 p.m.

Schedule may include working at other locations.

Salary: \$14.70 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 indicate the position you are applying for on the application. Submit completed application to the Human Resources Department or to employment@palatinelibrary.org.

January 2020