



SUBSTITUTE LIBRARY ASSOCIATE I

Part Time – hours vary

We have an immediate opening for a friendly, engaging, customer service oriented individual to work as a substitute in multiple departments. This position requires flexibility in scheduling and requires varied availability to cover shifts as needed, often on short notice. Responsibilities include providing reference and reader's advisory service to patrons of all ages and promoting library services. 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 <https://www.palatinelibrary.org/about/jobs>.

Qualifications include:

- Expertise typically acquired through completion of 2 years of college level coursework, Associates Degree, LTA certificate or equivalent.
- Minimum 1-year related experience in a public library or service or retail environment
- Ability to provide exceptional customer service experience to patrons and staff.
- Ability to communicate effectively in English, both orally and in writing.

The ideal candidate will share our vision of inspiring connection, curiosity, and joy. Candidate will enjoy providing assistance to all ages on a variety of topics and be comfortable working in a team environment. Bilingual skills of Spanish, Polish, Tagalog, or Chinese preferred but not required.

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 will include day, evening and weekend hours. Approximately 8 hours a month. Because this is a substitute position, hours will vary from week to week.

Salary: \$15.96 per hour

Employment applications are available online <https://www.palatinelibrary.org/about/jobs>, 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.

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