



LIBRARY ASSOCIATE II
POPULAR MATERIALS DEPARTMENT
Part Time (25 hours per week)

We are looking for a friendly, energetic, resourceful individual to join our Popular Materials Department and help serve the youth and families of our diverse community. You will help with programs, story times, community outreach, reader's advisory for all ages, and more.

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 comparable business
- 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 others and be comfortable working in a team environment. Bilingual skills of Spanish, 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.

Scheduled Hours: Mostly daytime hours.

Will include an evening and weekend rotation.

Schedule may vary on occasion due to program responsibilities.

Salary: \$17.33 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 <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.

March 2020