



TECHNOLOGY ASSOCIATE
TECHNOLOGY DEPARTMENT
Part Time – 20 hours per week (Average)

We have an immediate opening for an engaging, customer service oriented, tech-savvy individual to work in the Library's Digital Media Center and at the Technology Help Desk. Experience with digital media software (e.g. FinalCut, GarageBand, Adobe Creative Cloud) makerspaces, and downloading eBooks to mobile devices is preferred. Candidates must have familiarity with Windows and Mac operating environments. 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, please go to www.palatinelibrary.org.

Qualifications include:

- 2 years college or specialized computer training programs or equivalent.
- Minimum 1 year related experience working with technology. Library technology preferred.
- Proficiency in the use of personal computing technologies, including desktops, laptops, tablets, current operating systems, and internet applications.
- Ability to provide exceptional customer service experience to patrons and staff.

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 functions of the job, ability to push/pull up to 50 pounds, and lift/carry up to 20 pounds occasionally.

Schedule:	Mondays	1:00 p.m. – 5:00 p.m.
	Tuesdays	8:30 a.m. – 1:00 p.m. or 1:00 p.m. – 5:00 p.m.
	Wednesdays	5:00 p.m. – 9:00 p.m.
	Thursdays	1:00 p.m. – 5:00 p.m.

Every 5th weekend:

Saturday 8:30 a.m. – 5:00 p.m. and Sunday 11:30 a.m. – 5:00 p.m.

Schedule includes additional 3-4 flexible hours per week to be added to the above scheduled days and may include working additional nights and weekends occasionally.

Salary: \$15.96 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 on-line www.palatinelibrary.org. **Please indicate the position you are applying for on the application.** Submit completed application with cover letter and resume to the Human Resources Department at employment@palatinelibrary.org.

March 2020