



**CIRCULATION ASSOCIATE**  
**CIRCULATION DEPARTMENT**  
**Part time – 20 hours per week**

Palatine Public Library District has an immediate opening for a friendly, welcoming customer service-oriented individual who enjoys working with the public. Primary responsibilities include providing exceptional customer service to patrons and staff at the Circulation public service desks at our Main Library, North Hoffman Branch, and Rand Road Branch. Candidate will also serve as point of contact for the Circulation Department in the absence of the Manager or Assistant Manager. Visit [www.palatinelibrary.org](http://www.palatinelibrary.org) for a complete job description.

Qualifications include:

- 2 years college level coursework, Associates Degree, LTA certificate or equivalent;
- Minimum of 1-year related circulation experience in a public library with automated systems or equivalent required;
- Ability to use good judgment in following procedures in support of library policies;

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: 20 Hours a week including daytime, evening and weekend rotation

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](http://www.palatinelibrary.org). Please indicate which position you are applying for on the application. Please submit a completed employment with cover letter and resume to the Human Resources Department at [employment@palatinelibrary.org](mailto:employment@palatinelibrary.org).

April, 2020