



## **BRANCH LIBRARY ASSOCIATE**

**North Hoffman Branch - 3600 Lexington Drive, Hoffman Estates**  
**Main Library - 700 N. North Court, Palatine**

**Part Time – 15 Hours per week (average)**

We have an immediate opening for a friendly, enthusiastic and service-oriented individual to work at the North Hoffman Branch. 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. For a complete job description, visit [www.palatinelibrary.org](http://www.palatinelibrary.org).

### Qualifications & Duties include:

- High school diploma or equivalent required
- Customer service experience in a similar environment preferred
- Proficiency in the use of personal computing technologies
- Check in, check out, sort, shelve and shelf read all library material
- Collect payment for fines and fees
- Answer and direct patron inquiries, including answering phones
- Responsible for opening and closing the facility

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:	Tuesdays	1:00 pm – 7:00 pm
	Thursdays	10:30 pm – 2:30 pm
	Fridays	10:30 – 4:00
	Every other Saturday	

Schedule will require flexibility may include working at other locations.

Salary: \$14.70 per hour.

Employment applications are available online at [www.palatinelibrary.org](http://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](mailto:employment@palatinelibrary.org).

Palatine Public Library District inspires connection, curiosity, and joy. We welcome everyone to access diverse materials, collaborative spaces, technology, programs, and services. The Library serves approximately 90,000 residents predominantly within the communities of Palatine and Hoffman Estates. We are an Equal Opportunity Employer and strive to reflect our diverse community through our dedication to equity, diversity and inclusion.

October 2020