



BRANCH LIBRARY ASSOCIATE - BILINGUAL
RAND ROAD BRANCH - 1585 Rand Road, Palatine, IL. And
MAIN LIBRARY - 700 N. North Court, Palatine

Part Time – 15 Hours per week (average)

We have an immediate opening for a bilingual, friendly, enthusiastic and service-oriented individual to work at the Rand Road 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. 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, visit www.palatinelibrary.org.

Qualifications include:

- Two years of college level coursework, Associates Degree, LTA certificate or equivalent
- Customer service experience in a similar environment preferred
- Proficiency in the use of personal computing technologies
- Bilingual in English and a second language preferred

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 manual dexterity sufficient to adequately perform the job, ability to push/pull up to 100 pounds, and lift and carry up to 25 pounds frequently.

Schedule:	Thursdays	9:45 am – 6:00 pm	Rand Road Branch
	Saturdays	9:00 am – 5:00 pm	Main Library

One split Saturday every four weeks:	8:45 am – 1:00 pm at Rand Road Branch
	1:15 pm – 5:00 pm at Main Library

Schedule may include working at other locations.

Salary: \$15.39 per hour.

Employment applications are available online at 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.

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.