



**BRANCH LIBRARY ASSOCIATE**  
**NORTH HOFFMAN BRANCH**  
**3600 Lexington Drive, Hoffman Estates, IL**

**Part Time – 15 hours per week**

We have an immediate opening for a self-motivated, resourceful and knowledgeable individual to work primarily at our Hoffman Estates Branch location. Primary responsibilities include providing basic reference and readers advisory services to members of all ages, checking in and out library material, issuing new and replacement library cards, 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. Please visit [www.palatinelibrary.org](http://www.palatinelibrary.org) for a complete job description.

Qualifications include:

- Two years of college level coursework, Associates Degree, LTA certificate or equivalent
- Ability to provide excellent customer service at all times with members and staff
- Proficiency in the use of personal computing technologies
- Ability to communicate effective and efficiently

The ideal candidate will be a problem solver, team player, and be customer-service oriented. Candidates will take the initiative in providing assistance to others and be comfortable working in a team environment. Bilingual skills of Spanish, Polish, Tagalog, or Chinese preferred, but not required.

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:	Mondays	11:00 a.m. – 4:30 p.m.
	Tuesdays	10:30 a.m. – 4:00 p.m.
	Saturdays	9:00 a.m. – 1:00 p.m.

Salary: \$15.65 per hour

Benefits include eight hours of floating holiday time per year and three hours of sick time per month.

Employment applications are available 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 and resume to the Human Resources Department or [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.

August 2022