



Library Associate I
Adult Services Department
Part-Time-20 Hours per Week

Enjoy what you do while contributing to a Library that makes a difference in people's lives. The Palatine Library District is seeking a **Library Associate I** who is self-motivated, adaptable, and a personable individual who is passionate about lifelong learning and community engagement. The ideal candidate will deliver exceptional customer service and provide reference assistance, readers' advisory, and technology support to our community.

How You'll Contribute:

- Provide positive, welcoming front-line service to library members in person, by phone, and electronically
- Deliver accurate and reliable reference and readers' advisory assistance
- Instruct and assist members in using library resources, research databases, and technology
- Troubleshoot minor computer and device issues
- Engage in continuous learning through trainings, workshops, and conferences
- Visit <http://www.palatinelibrary.org/jobs> for a complete job description

You'll Be Successful Because You Have:

- High school diploma or equivalent
- Minimum of 6 months of customer service experience (library or similar setting preferred)
- Fluency in Spanish or another language commonly spoken in the district preferred
- Familiarity with technology (email, internet, Microsoft 365); experience with Polaris ILS is a plus

What We Offer:

- **Hourly Rate:** \$20.30-\$22.56 an hour (depending on qualifications)
- **Benefits include:** paid personal, sick, and vacation time; holiday pay; a Lifestyle Spending Account; participation in the Illinois Municipal Retirement Fund; and additional compensation for non-English language skills

How To Get Started:

Employment applications are available online at <http://www.palatinelibrary.org/jobs> or any Library location. Please submit a completed application and resume to the Human Resources Department at employment@palatinelibrary.org.

About Us:

Palatine Library District inspires connection, curiosity, and joy. 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.