



Branch Library Associate-BILINGUAL 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 service-oriented, adaptable, and personable team player who demonstrates sound judgement, works independently, communicates effectively, and thrives in a collaborative environment. The **Branch Library Associate** provides exceptional customer service to members at our branch locations. This position supports daily branch operations including circulation services, reference and readers' advisory assistance, collection maintenance, and programming support.

How You'll Contribute:

- Provide reliable and accurate reference and readers' advisory assistance in person, by phone, and electronically
- Assist members with printing, databases, library equipment, and other technology
- Perform circulation duties including check-in, checkout, shelving, shelf reading, sorting, and resolving account issues
- Host programs, special events, outreach activities, and collaborate with other branches
- Support collection maintenance including weeding, repairs, and displays
- Visit <http://www.palatinelibrary.org/jobs> for a complete job description

You'll Be Successful Because You Have:

- Two years of college coursework, Associate's Degree, LTA certificate, or equivalent
- One year of related experience in a comparable business, organization, or library
- 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
- Must be able to travel to Rand Road and North Hoffman Branch locations

What We Offer:

- **Hourly Rate:** \$21.93-\$24.36 an hour (depending on qualifications)
- **Schedule:** Mondays 9:45a-6p (Rand Road), Fridays 8:45a-4p (Rand Road), and Saturdays 8:45a-1p (North Hoffman)
- **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.