



SECURITY MONITOR

Part Time – 15 Hours per Week (Average)

We have an immediate opening for a part time Security Monitor. Primary responsibilities include patrolling all areas of the Main Library premises, handling situations related to safety and security, and performing opening and closing procedures. We are an Equal Opportunity Employer and strive to reflect our diverse community through our dedication to equity, diversity, and inclusion. A complete job description can be found online at www.palatinelibrary.org

Qualifications include:

- High School Diploma or equivalent
- 1 year experience interfacing with the public in a comparable environment
- A valid Driver's License and proof of auto insurance are required
- Ability to communicate effectively in English, both orally and in writing
- Courteous and service oriented

Physical requirements include: speaking, hearing and vision ability sufficient to adequately perform the duties of the job; ability to push/pull up to 50 pounds and lift and carry up to 20 pounds. Transport up to 150 pounds of library materials from one library location to another occasionally. Duties will require employee to bend, stoop, kneel, squat, crouch, and climb stairs. Candidate will enjoy providing assistance to others and be comfortable working in a team environment.

Schedule:	Mondays	5:00 p.m. – 9:00 p.m.
	Wednesdays	5:00 p.m. – 9:00 p.m.
	Alternating weekends	
	Saturday	9:00 am – 5:00 pm
	Sunday	12:00 pm – 5:00 pm

Salary: \$15.17 per hour

Employment applications are available online at www.palatinelibrary.org. Submit completed application with cover letter, resume, and three professional references to the Human Resources Department at 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.

May 2021