



COLLECTION SERVICES ASSOCIATE I
COLLECTION SERVICES DEPARTMENT
Part Time (20 hours per week)

We have an immediate opening for a well-organized, detail oriented individual to work in our Collection Services Department. Primary responsibilities include processing, labeling and maintenance of materials, as well as entering and editing records in the integrated library system. Applicants must have the ability to handle multiple tasks efficiently, problem solve, and work collaboratively as a member of a team. For a complete job description, please go to www.palatinelibrary.org/jobs.

Qualifications include:

- High school diploma or equivalent
- Experience with integrated library systems (Innovative Polaris preferred)
- Previous customer service and data entry experience desired
- Ability to work with efficiency, skill, accuracy and appropriate speed
- Courteous and service oriented
- Excellent communication skills

Physical requirements include: speaking, hearing, vision, and keyboarding ability sufficient to adequately perform the job, and the ability to push/pull up to 50 pounds and lift and carry up to 20 pounds occasionally.

Hours: Monday through Friday, daytime hours

Salary: \$16.19-\$18.22 per hour

Benefits include pro-rated vacation, personal and sick time; 7½ paid holidays per year; and participation in the Illinois Municipal Retirement Fund.

Employment applications are available online www.palatinelibrary.org/jobs, 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 with cover letter and resume 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.