

**Barclay Public Library  
Library Clerk II  
Job Description**

This is part-time, entry-level position consisting of advanced public library functions and the management of specific library related tasks.

**Primary Function**

Under the supervision of the Library Director and senior library staff, the Library Clerk II will fulfill all clerical and technical functions required of the Clerk I position in addition to some or all of the duties below.

**Clerk II duties as assigned:**

- A. Magazine Inventory – maintain subscriptions and back files, working with the library director to keep subscriptions current. Advise on new titles for consideration and titles that are not circulating for possible deletion. Track and claim lost, damaged or missing issues.
- B. Patron Records – review new patron records for accuracy and completeness and maintain patron record files.
- C. Office Supplies Management – keep inventory of necessary supplies and purchase with approval from the Library Director.
- D. Publicity and PR – using appropriate computer software, make monthly calendars, newsletters, signs, posters, flyers, handouts, etc. as needed or assigned by director or senior staff.
- E. Inventory control – weed sections as assigned and trained by director to keep inventory current. Suggest areas where improvement or updating is needed. Review the collection for improperly shelved items and correct any misfiled items. Review the holds shelf for expired holds.
- F. Delinquent Patrons - Maintain records of delinquent patrons, sending overdue notices and follow-up letters requesting return of library materials and payment of fines. Maintain records of lost or missing items.
- G. Programs– plan and present programs and assist with programs as directed. This may include organizing, marketing and implementing events for any age group.
- H. Barcoding – Enter new materials into the library’s catalog. Delete item records from the database as assigned. Will be given training on this.
- I. Book processing – Cover new books and apply stickers. Check in all new books after processing to put materials on hold as needed.

- J. Holds - Maintain file of patron author/title requests and put books on hold for patrons as they are purchased. Put books on hold for Saturday and Wednesday book clubs in a timely manner.
- K. Bookrun – Manage requests submitted by faculty in the Warrensburg-Latham and Sangamon-Valley schools. Deliver requested materials to the schools once a week.
- L. Little Free Libraries and Harristown Village Hall – Deliver materials to, weed, and maintain little free libraries and books located at Harristown Village Hall.
- M. Homebound Delivery – Manage requests and provide delivery of library materials to persons who are physically unable to visit the library due to age, illness, disability or other incapacitating circumstances on a temporary or permanent basis.
- N. Displays – Create and maintain displays. Check the displays daily and fill in with additional items as needed. Remove displays as required. Remove items from the new book shelf after 6 months (or sooner if the shelves are too full).
- O. Straightening – Straighten up the library throughout the day. Return discarded books, materials and toys to their proper locations. Straighten up supplies, cabinets, the kitchen and the meeting room as needed.
- P. Maintenance – Change furnace filters regularly. Take garbage to the curb weekly. Check the patio garbage can periodically and change as needed.
- Q. Mail – Pick up mail from the post office on days scheduled to work. Take mail to the post office as required.
- R. Money – Count the money drawer and donation receptacle weekly and pull income for deposit.

**Barclay Public Library  
Job Qualifications  
Clerk II**

This position involves a number of tasks related to the acquisition of library materials, including adding items to the library integrated computer system (Polaris) and preparing materials for circulation. In addition, the clerk performs numerous tasks related to working the circulation desk, such as library card registration, maintaining patron accounts, and assisting patrons of all ages. Thorough knowledge of Microsoft Word is required and basic experience with Excel and Publisher is desired. The capacity to do simple math calculations and make change is also required. The ability to use computers, tablets, smartphones, apps, the internet and to learn new technology is required. Must be able to shelve/file, collect and interpret data, and interact positively with the public. Patience with children and teens is a must. Good time management and organizational skills are required. The aptitude to prioritize tasks according to importance is necessary. The willingness to help without being asked is desired. A business casual dress code applies. Library or similar experience and/or completion of some college is preferred.

**Other requirements include:**

- Ability to work well with the public, management, and with fellow staff
- Desire to learn new skills and ability to teach patrons to use new materials
- A positive, considerate, supportive and accommodating attitude
- Ability to work with minimal supervision
- Ability to demonstrate good communication skills, both verbal and written
- Ability to make decisions using your own judgment
- Good Internet search skills and the ability to teach others is necessary
- Ability to lift and move up to 25 pounds
- Must maintain discretion and confidentiality when necessary
- Occasionally required to climb, balance, kneel, crouch and crawl
- Occasional attendance at meetings or training off-site is required
- Will need to help with basic library maintenance, such as occasional moving of books, furniture and shelving, planting and watering flowers, occasional painting, etc.
- Will be required to occasionally run errands

**Hours of Work**

This is an hourly, part-time position scheduled between 24-32 hours per week, between 8:00 AM and 8:00 PM. This position may require occasional evening and Saturday hours.

**Evaluation**

This position is evaluated by the Library Director in accordance with the Personnel Policy.

**Accommodations**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.