

<b>Job Title</b>	Library Circulation Supervisor
<b>Job ID</b>	107888
<b>Location</b>	Oregon City, Oregon
<b>Full/Part Time</b>	Full-Time
<b>Regular/Temporary</b>	Regular

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## CLACKAMAS COUNTY CORE VALUES



Clackamas County employees work to serve the public and enrich our community. In that spirit, we pledge to hold ourselves to these standards at all times in our interactions with customers and one another:

**Service · Professionalism · Integrity · Respect · Individual accountability · Trust**

By incorporating these values into our daily routines, we can better serve our customers, ourselves and our projects. We're always looking to improve. That's the Clackamas County **SPIRIT**.

[Clackamas County Core Values](#)

***Clackamas County is committed to building a community where people thrive, have a sense of safety, connection, and belonging, so that everyone is honored and celebrated for the richness in diversity they bring. We encourage applicants of diverse backgrounds and lived experience to apply.***

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## CLOSE DATE

This Job Posting closes at 11:59 p.m. (Pacific Time) on **WEDNESDAY, MAY 21, 2025.**

*Please Note: The application deadline may be extended to expand the pool of qualified candidates. Any recruitment timeline changes will be communicated to all who have initiated an application process or have submitted an application.*

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## PAY AND BENEFITS

**Annual Pay Range: \$76,684.52 - \$103,523.99**

**Hourly Pay Range: \$36.867556 - \$49.771151**

*Salary offers will be made within the posted pay range and will be based on a candidate's experience (paid or unpaid) that is directly relevant to the position.*

Clackamas County proudly offers an attractive compensation and benefits package, including competitive wages, cost-of-living adjustments, merit increases (for eligible employees), and a robust sick and vacation plan for regular status employees.

We encourage and support employee health and wellness by offering, health and wellness classes and events, and alternative care benefits, so you can customize your wellness needs to fit your lifestyle.

*Employee benefits become effective the first of the month following an employee's date of hire.*

**Attractive benefits package and incentives for employees in regular status positions are detailed below.**

**Generous paid time off package, including:**

- 16 hours of vacation accrual per month
  - Eligible newly hired employees will have the one-time option to frontload their first year of vacation accruals in compliance with [EPP 66 - Vacation Leave!](#) This means you have access to vacation time at time of hire.
- 8 hours of sick accrual per month
- 10 paid holidays and 1 personal day per year

**Other Benefits:**

- Membership in the Public Employees Retirement System (PERS)/Oregon Public Service Retirement Plan (OPSRP):
  - **Employer-paid 6% PERS retirement contribution** (The county currently pays the employee's share of the retirement contribution.)
  - OPSRP members get vested after five years of contributions or when they reach age 65
- **A Choice of Medical Plans** that include chiropractic coverage, alternative care, vision, and prescription drug coverage
- **A Choice of Dental Plans**
- Robust EAP program
- Longevity pay
- Other retirement Savings Options that allow for additional retirement funds savings, including an option to contribute a portion of employee earnings on a pre or post-tax basis to a 457b Deferred Compensation Plan
- A variety of additional optional benefits (see links below for additional information)

This is a full time non-represented group 2 County position

[Non-Represented Group 2 Full Time Benefits](#)

[Learn More About Benefits](#)

## JOB DETAILS AND QUALIFICATIONS

- ***Do you enjoy supporting and mentoring circulation staff, promoting teamwork, and managing conflicts fairly?***
- ***Are you a problem solver that quickly addresses and resolves issues from last minute schedule changes to technical problems?***
- ***Are you committed to upholding a positive image of the library and adhering to institutional standards?***
- ***Do you communicate clearly conveying procedures, policies, and expectations to both staff and patrons?***
- ***Are you dependable in overseeing circulation operations, staff scheduling, and policy enforcement?***

- ***Do you have a personal commitment to putting ethics into action by holding yourself to the highest standards of professionalism, honesty, and objectivity?***

***If you answered YES to the questions above, please read on!***

We are seeking an experienced, motivated, and collaborative individual to join us as a Library Circulation Supervisor at the Clackamas County Oak Lodge and Gladstone Libraries. This is a unique opportunity to work in two brand new facilities! The new Gladstone Library is now open and the Oak Lodge Library will follow in the Fall of 2025!

If selected for this position, you will be responsible for managing circulation operations at our two branch libraries. As the Library Circulation Supervisor, you will oversee the hiring, training, scheduling, supervision, and staff performance evaluations. In this role, you will monitor and maintain current circulation procedures as well as have an opportunity to develop and establish new protocols. Other critical components of this role include being responsible for collection maintenance, budget monitoring, and accounting functions. Additionally, you will represent the Director and manage the libraries in their absence.

*Oak Lodge and Gladstone Libraries are a part of the Department of Transportation & Development (DTD) under Community Services. We are committed to providing direct public library services to the Oak Lodge and Gladstone communities within the LINCC consortium. To that end, we are searching for an individual, who is motivated to promote and foster a collaborative, partnership-focused environment for the library staff with strong interpersonal, communication and organizational skills that will allow us to maintain, develop and enhance our operations.*

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#### **Required Minimum Qualifications/ Transferrable Skills:\***

- A minimum of three (3) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position
- A minimum of three (3) years of circulation experience that includes the use of integrated library system technology
- A minimum of one (1) year of experience directly supervising employees (*Supervisory experience is defined as/includes providing daily work direction and/or scheduling, assigning work, checking completed work, training, coaching, maintaining confidentiality related to personnel records and issues, as well as conducting performance evaluations and taking corrective action when needed.*)

#### **Preferred Special Qualifications/ Transferrable Skills:\***

- Master's degree in Library Science
- Experience developing or maintaining contemporary library collections
- Experience with budget monitoring and coordination

#### **Pre-Employment Requirements:**

- Must be available for emergency on-call after-hours response
- Must pass a criminal history check which may include national or state fingerprint records check
- Must pass a post-offer physical assessment; accommodation requests will be reviewed on an individual bases in compliance with State and Federal legislation.
- Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment. [Learn more about the County's driving policy.](#)

\*For Veterans qualified for Veteran's Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the open-ended question at the end of the application and explain how those skills and/or qualifications relate to this position.

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#### **KEY COMPETENCIES FOR SUCCESS IN THIS POSITION:**

***We are searching for someone who:***

- ***Aligns with Clackamas County Core Values*** of Service, Professionalism, Integrity, Respect, Individual Accountability, and Trust ***"SPIRIT"***.
- ***Builds & Maintains Professional Relationships*** with internal and external customers, partners and stakeholders by honoring commitments and delivering exceptional customer service.
- ***Commits to Teamwork and Collaboration*** by working effectively towards a shared goal, encouraging sharing of information, productive problem solving and putting team success first.
- ***Demonstrates Excellent Customer Service*** by anticipating, assessing, and responding effectively to the needs of those we serve.

- **Communicates Professionally** demonstrating self-awareness, respect for others, and adjusting to various levels of technical skills & understanding of subject matters.
- **Embraces Continual Learning** through commitment to continuous learning, self-improvements, and willingness to grow within the job as technology and organizational changes demand it.
- **Seeks to Problem Solve** by using critical thinking and analytical skills, identifying alternative strategies & developing a solution-focused approach to address challenges or issues.
- **Displays Creativity and Innovation** by taking initiative in improving processes, programs, services and products through new approaches or ideas and being open to others' ideas.
- **Promotes Cross Cultural Effectiveness** by engaging in a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds and values.
- **Puts Ethics into Action** by holding themselves to a high standard of professional, honest, and objective behavior in all dealings and interactions.

## TYPICAL TASKS

Please review the classification specification which includes the typical tasks of this position by clicking on the following link: [Library Section Supervisor](#).

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## WORKING CONDITIONS

Position requires shelving books onto shelves (above and below shoulder height), continuous walking/moving about, standing for extended periods, squatting, bending, kneeling and frequent reaching; ability to lift 35 pounds; incumbents may be exposed to a variety of environmental elements, including dust.

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## WORK SCHEDULE

This position works 40 hours during a standard workweek of Monday through Friday. Specific hours of work will be discussed with the candidate selected for this position at the time an offer of employment is extended.

*Please Note: This position is designated as on-site/in-person. It is expected that the selected candidate will perform duties at the specified on-site work location.*

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## EXPLORE CLACKAMAS COUNTY

Clackamas County is in a prime location in the Portland, Oregon metropolitan area and is recognized nationally as one of the most livable areas in the United States. Located on the southern edge of the City of Portland and extending to the top of Mt. Hood, Clackamas County is part of a thriving region in the Northwest. It has a population of about 420,000 residents.

[Explore Clackamas County](#)

[Working for Clackamas County](#)

[Recreation, Arts & Heritage](#)

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## ABOUT THE DEPARTMENT

The mission of the Department of Transportation and Development (DTD) is to assist residents and businesses in creating vibrant, sustainable communities through innovative and responsive public service.

DTD is responsible for a broad range of county services involving land use planning and permitting, building permits, county code enforcement, solid waste and recycling, road construction and maintenance, surveying, plat approvals, public land corner restoration, economic development, libraries, County parks, and dog services.

[Learn more about the divisions in DTD](#)

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## ABOUT THE LIBRARIES

The Gladstone Public Library and Oak Lodge Public Library are operated by Clackamas County. We provide access to informational, recreational, community and cultural services to the library service areas and general public so they can develop into lifelong learners and readers, satisfy intellectual curiosity, and benefit from strengthened communities.

[Learn more about County Libraries](#)

## APPLICATION PROCESS

Clackamas County only accepts online applications.

### Help With Your Application:

[Application Process](#)

[Help with the Application](#)

If you have any questions or issues you may contact the Department of Human Resources at 503-655-8459 or [e-mail us](#). Our office hours are Monday - Thursday 7:00 a.m. - 6:00 p.m. Pacific Time (closed on Fridays).

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## HOW TO CLAIM VETERAN'S PREFERENCE

[Request Veterans' Preference](#)

[Learn more about the County's Veterans' Preference](#)

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## VISA SPONSORSHIP

Clackamas County does not offer visa sponsorships. Once a job applicant has accepted a position, they will be required to complete an I-9 and confirm authorization to work in the United States prior to their first day.

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## EQUAL EMPLOYMENT OPPORTUNITY

Clackamas County is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the Department of Human Resources prior to the recruitment close date. You may request an accommodation during the online application process.

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## RECRUITING QUESTIONS?

Victoria Vysotskiy, Recruiter  
[Vvysotskiy@clackamas.us](mailto:Vvysotskiy@clackamas.us)

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