



## **JOB OPPORTUNITY**

# OAK LODGE LIBRARY LIBRARY SECTION SUPERVISOR

**Job ID:** 105081  
**Position Closes:** The first application review will be Monday, April 22, 2019  
**Salary & Benefits:** Annually: \$ 62,400.62 - \$ 84,240.75

Clackamas County's Library is currently seeking a Library Section Supervisor to manage operations at our two branch libraries in Gladstone and Oak Grove, Oregon. This newly-created position will be tasked with merging the current circulation staff at two separate libraries into a single, highly-functioning team that works seamlessly between the beautiful new facilities being planned for both branches. The Library Section Supervisor will oversee the hiring, training, scheduling, supervision, evaluating staff performance, and discipline of staff; establish and monitor circulation procedures; and be responsible for collection maintenance, budget monitoring, and accounting functions.

### **Successful candidates will have proven and substantial experience in:**

- Leading and supervising diverse individuals in multiple locations or units;
- Resolving or diffusing conflict with staff and patrons;
- Developing and monitoring training plans and performance goals for individuals and teams;
- Library circulation functions and integrated library systems

### **WHAT WE OFFER:**

- Generous paid time off package, including:
  - 16 hours per month vacation accrual
  - 8 hours per month sick leave accrual
  - 9 paid holidays and 1 personal day per year
- Employer paid 6% PERS retirement contribution
- Excellent benefits package, including:
  - Robust wellness programs, including gym discounts and wellness education classes
  - A Choice of Medical Plans with Vision and Prescription Drug Coverage
  - Chiropractic Coverage and Alternative Care Benefit
  - A Choice of Dental Plans
  - A variety of optional benefits
- Longevity pay

**[For detailed information and to apply online please visit our website.](#)**

Please contact James Callahan for more information:

[jcallahan@clackamas.us](mailto:jcallahan@clackamas.us) 503-742-5493

EQUAL EMPLOYMENT OPPORTUNITY / DRUG-FREE WORKPLACE  
Department of Human Resources  
Public Service Building • 2051 Kaen Road, 3<sup>rd</sup> Floor • Oregon City, OR 97045 •  
Phone: (503) 655-8459 • FAX: (503) 742-5468