



## EMPLOYMENT OPPORTUNITY

**City of Roseburg, Oregon**

**Circulation Supervisor**

**\$19.6735 - \$25.1024/hour**

**Part-time: Approximately 20 hours/week**

**Applications Close – 5:00 p.m., Monday, December 13, 2021**



### **DEFINITION**

Under the direct supervision of the Library Director, the Circulation Supervisor performs support work serving library patrons directly or indirectly with a focus on circulation operations and volunteer organization.

### **SUPERVISION RECEIVED**

Works under the direction of the Library Director, who outlines objectives and work activities and reviews work for effectiveness and results obtained.

### **SUPERVISION EXERCISED**

May provide direct supervision to appropriate Library staff and volunteers.

### **ESSENTIAL FUNCTIONS**

Any single position in this class will not usually perform all the duties listed and some positions may involve duties which are not listed.

- Oversees public service operations at the Information and Patron Services desk.
- Provides direct public service, including issuing library cards, circulating materials, explaining library policies and procedures, handling patron questions and concerns, and solving problems.
- Provides technology assistance to patrons, staff, and volunteers, including, but not limited to, setting up eBook service, basic Internet searching, printing, and emailing.
- Plans, coordinates, and oversees the library's volunteer program, including recruiting, interviewing, training, assessing, placing, and evaluating volunteers.
- Schedules library aides and volunteers to meet the needs of the library.
- Plans, directs, and organizes orientation for new volunteers; coordinates on-the-job and other required training between volunteers and staff.
- Assists library director in training library aides to perform public service tasks.
- Assists library director in addressing performance deficiencies and issues.
- Evaluates services and recommends policies and procedures.
- Prepares and maintains accurate and complete records of work performed.
- Performs other duties as assigned.

## DESIRABLE QUALIFICATIONS FOR EMPLOYMENT KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of or ability to obtain an understanding of a computerized library catalog and standard computer applications.
- Knowledge of or ability to obtain an understanding of circulation desk operations.
- Knowledge of and ability to use the Internet and associated services.
- Ability to read and comprehend effectively.
- Ability to effectively communicate orally and in written form.

## WORK STANDARDS

- Regular attendance and punctuality.
- Speak and act truthfully.
- Conduct oneself with integrity, morality, character, and trustworthiness.
- Exhibit self-control.
- Detail-oriented.
- Accept supervision and constructive criticism.
- Thorough when completing work tasks.
- Calmly and effectively process high stress situations.
- Reliable, responsible, and dependable.
- Willingness to take on responsibilities and challenges.
- Independence of action is stressed.

## MINIMUM QUALIFICATIONS

Education: Bachelor's degree or a high school diploma or GED equivalent with two years of relevant library experience.

Experience: Administrative support experience and library experience preferred.

Any satisfactory equivalent combination of experience and training which insures the ability to perform the work may substitute for the above.

## SPECIAL REQUIREMENTS AND CERTIFICATIONS:

Bilingual preferred.

## WORKING CONDITIONS

*The City of Roseburg is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. The City of Roseburg will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the City of Roseburg's operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact John VanWinkle, Human Resource Director.*

While performing the duties of this job; work is performed indoors in an office/library environment, with a noise level that is usually quiet. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 20 pounds. May require hearing voice conversation, keyboarding, bending, kneeling, pushing, reaching, standing and walking.

*The factors described herein, are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform as a Circulation Supervisor.*

**Veteran's Preference:** The City of Roseburg follows Oregon law regarding Veterans' Preference, you must complete the Veteran's Preference Form and attach a copy of your DD214 / DD215. If you are a disabled veteran, you must also include a copy of your Veteran's Administration benefit summary/award letter with your application.

**How to Apply:** Complete an application form available via one of the following methods.

**In-Person:** City of Roseburg – Third Floor

Administration/Human Resources Office

900 SE Douglas Avenue, Roseburg, OR 97470

**Electronically:** Download at <https://www.cityofroseburg.org/departments/human-resources/employment> / Email To: [jobs@cityofroseburg.org](mailto:jobs@cityofroseburg.org)

**Telephone Job Line:** (541) 492-7010 (voice message listing openings)

Administration/HR Office (541) 492-6866

Submit completed application to Human Resources by the closing date listed in the job announcement. Applications must be received or postmarked no later than 5:00 p.m. on the closing date. All required documents should be presented with the application. Resumes are accepted in addition to, not in lieu of, the City of Roseburg application form. Faxed applications are not acceptable.

**Selection Process:** Applications are thoroughly reviewed and screened by the Human Resources Office. Since these are competitive selection processes, applicants whose backgrounds appear to most closely match the needs of the particular vacancy will be considered. Once the screening is complete, Human Resources notifies all candidates of their status. This process can take from one to four weeks after the closing date. Due to the number of applicants and the limited number of job opportunities, not all applicants proceed in the recruitment process.

The City of Roseburg does not discriminate on the basis of disability in the admission to, access to, or operations of its programs, services or activities. The City of Roseburg does not discriminate on the basis of disability in its hiring or employment practices.

***Equal Opportunity Employer***

## Roseburg – The Hub of Southern Oregon

Roseburg is situated at the heart of the Hundred Valleys of the Umpqua in scenic, Southwestern Oregon. On Interstate 5, it is 67 miles south of Eugene, and 123 miles north of the California border. Traveling by State Highway 38/138 or 42, Roseburg is about 80 miles inland from the Pacific coastal communities Reedsport and Coos Bay. Highway 138 continues east from the city along the North Umpqua River. It is 79 miles to Diamond Lake at the summit of the Oregon Cascades and just 20 miles more to Crater Lake National Park. The elevation is 465 feet, and features a mild, fair seasonal climate. Winters are cool without much freezing and provide most of the rainfall that brings blossom-filled springs. A warming trend begins in April and May, continuing into the summery days of July and August. Fall weather is pleasant and crisp, producing brilliant leaf colors in late October. The Hundred Valleys of the Umpqua have been compared geographically and climatologically with Italy and Southern France. Extremes of heat and cold are rare. The summer humidity is low and snowfall is rare on the valley floor. The normal growing season is 217 days. Roseburg enjoys one of the lowest average wind velocities in the United States. Roseburg is the county seat and largest city in Douglas County. The population is 24,915 with an urban daytime population of approximately 60,000. Roseburg is the hub of retail, government activity and medical services for Central Douglas County. The City is served by Roseburg School District #4, which has an excellent reputation and community support. Umpqua Community College is 5 miles north of the City and offers a varied curriculum with extensive adult education and community oriented classes. Multiple locations at the college are available for cultural activities, and there is a thriving community theater group with its own venue in a city park. The city boasts numerous park areas, including tennis courts, soccer and ball fields, a 9-hole golf course, skate park, disc golf course, dog park and walking trails. Roseburg is the location of choice for many who seek a high quality living environment at a reasonable price. Various community events, including Graffiti Week, Art and Wine Festivals and Music on the Half Shell, among others, are held throughout the year for local residents and tourists. There are numerous shopping opportunities from specialty shops in historic downtown to nationwide chain stores. Housing is available in various price ranges. Roseburg's economy has diversified in recent years while still retaining strong ties to its natural resource base. Efforts to bring clean industries and new jobs to the area have been fruitful and are continuing through support by a coalition of government agencies and funding. In recent years, the retirement and senior population has grown considerable, and various residential facilities have been constructed to meet the needs of this segment of population. Local wineries are an expanding area of economic development with many being recognized in national and international competitions. Umpqua Community College built the Southern Oregon Wine Institute as a center for classes, a training winery and activity center to prepare students for jobs in the industry and to function as a research industry for all of Southern Oregon.

