

## Used Bookstore Manager

Reports to: Library Director or representative

Position Summary: Oversee the entire operation of the Friends of the Library Bookstore which includes managing an all-volunteer work force.

### Duties:

- Work 16 hours weekly, with some flexibility;
- Recruit, train, and supervise volunteers;
- Maintain adequate staffing of the store;
- Manage bookstore stock as needed to adapt to changing sales;
- Implement and publicize special sales;
- Plan and execute expansion of the store size and hours;
- Manage online sales of specially priced items;
- Keeping the store clean (running the sweeper, light dusting);
- Attend board meetings and present store info;
- Assist with fundraisers;
- Coordinate bookstore-related activities with Library staff as needed, including distribution of books to the third floor.

### Qualifications/skills:

- Education level: Minimum high school/GED;
- Computer skills, including the use of Internet and software applications, such as Microsoft Office, Excel, Publisher, and management of online accounts;
- Strong communication and interpersonal skills;
- Accounting skills;
- Supervisory and inventory experience helpful;
- Familiar with Dewey classification system and Roman Numerals.

### Requirements:

- Must assume responsibility for all aspects of the store and its success;
- Must be able to lift 30 pounds;
- Must understand that all donated books/materials are bookstore property;
- Must be able to maintain any necessary records;
- Must comply with Library policies as appropriate.

Hourly wage: Range \$9.00 - \$11.00 per hour, depending on qualifications and experience.

Please send resume and cover letter to: Cambria County Library, 248 Main St., Johnstown, PA 15901 or e-mail to [campub@cclsys.org](mailto:campub@cclsys.org).