



Title: CALS Used Book Sale and Store Manager

Department

Development

Immediate Supervisor

Chief Development Officer

Job Summary

Under the supervision of the Chief Development Officer, the CALS Used Book Sale (CUBS) and Retail Manager is responsible for overseeing all business and logistical operations pertaining to CUBS and Library Square Books.

Essential Duties and Responsibilities

- In collaboration with the Director of Facilities and Operations, Chief Development Officer, and CALS Maintenance Department, organize, plan, and launch Library Square Books, CALS's forthcoming used bookstore located at 405 President Clinton Avenue.
- Oversee all business operations for Library Square Books:
 - a. Fulfill day-to-day customer service within Library Square Books.
 - b. Recommend merchandise for sale, with a focus on library-themed items.
 - c. Open and maintain wholesale vendor accounts and/or gain access to existing ones within the Communications Department and coordinate appropriately.
 - d. Develop monthly sales goals and plans.
 - e. Curate and maintain relevant selections of donated books that are relevant and appealing to customers.
 - f. Report and review of monthly sales reports and financial statements.
 - g. Oversee payment of vendors and consigners.
 - h. Review inventory quantity, ascertain turnover results, and tweak, as necessary.
 - i. Develop special promotions, advertising, and outreach in support of business operations.
 - j. In coordination with the CALS Communications Department, plan and review the creation and dissemination of store publicity materials, including social media accounts.
 - k. Manage staff or volunteers working shifts in the store, as necessary.



- In partnership with the CALS Maintenance Department, oversee the setup and organization of the sorting and sales area that will become the CALS Used Book Sale on the Roberts Library first floor (following a renovation of the Roberts Library first floor; CALS Used Book Sales are anticipated to resume by August 2026).
- Develop, plan, organize, and facilitate CUBS related events in consultation with Chief Development Officer and CALS Volunteer Coordinator:
 - a. Establish annual plan for book sales, to include frequency.
 - b. Establish annual outreach plan for community partners for ad hoc book sales.
 - c. Establish annual plan for special promotions.
 - d. Collaborate with CUBS volunteers who sort books on an ongoing basis and fill various roles during the sales.
- In partnership with the CALS Communication Department, plan and review the creation and dissemination of publicity and promotional material for CALS Used Book Sales and Library Square Books; post to Library Square Books social media accounts.
- Collaborate with CALS Collection Development and Maintenance Departments to manage gaylords for weeding; serve as staff liaison with Better World Books and the CALS Maintenance Department to manage the process of collecting and removing unsold books including ordering gaylords and pallets, scheduling pickups of gaylords, etc.
- Coordinate and communicate with branch staff, Maintenance, and Communications Departments to ensure system-wide alignment on the management of used book donations from patrons; collaborate with CALS Maintenance Department to manage the collection and delivery of used book donations.
- Coordinate with CALS staff and outside organizations and community groups to facilitate access to used books; allow gratis access to community organizations and groups whose missions align with CALS.
- Coordinate with Roberts Library Manager on all appropriate logistical aspects associated with the CALS Used Book Sale and Library Square Books (such as maintenance issues, closures, and events).

Other Responsibilities

- Attend meetings and report progress regularly.
- Assist with CALS's internal bookselling requests as scheduling permits (such as during Legacies & Lunch).
- Assist in other aspects of the overall work of the Development Department as needed, including occasional special events.
- Keep up to date on book topics and trends.

- Other duties as assigned.

Other Requirements

- Bachelor's Degree.
- 5+ years of experience working in a retail environment, including 3 years as manager (bookstore management experience preferred).
- Schedule will be Tuesday-Saturday, with hours based on operational needs. Some evening shifts will be required.
- A passion for books and connecting books with readers is essential.
- Must have enthusiasm for collaborating with volunteers and colleagues across multiple departments.
- Must be able to lift, push, and pull 50lbs with the assistance of a book cart.
- Long periods of standing are required.
- Must pass a background check.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Benefits

Salary starts at \$23.02 per hour annualized to \$47,881.60 and includes excellent benefits such as medical, dental, vision, company paid retirement, life insurance, paid time off, paid parental leave, and holiday pay.