

USED BOOK SPECIALIST

Status: Full time, hourly nonexempt

Reports To: Pricing & Retail Sales Manager

Mission

Friends is a diverse community of individuals, families and institutions who love our San Francisco Public Library and make it exceptional. We champion free public access to information, resources and opportunities for all people. Our mission is to strengthen, support and advocate for a premier public library system in San Francisco.

Summary of Responsibilities

The Used Book Specialist furthers the Friends' mission by performing high-level processing and appraisal of donated books and other materials to maximize revenue and programmatic value.

The person in this position spends most of their day examining thousands of donated books and other items, assessing value and condition, and routing to the next step in our workflow. The ideal candidate will have multiple years of experience in used and rare book retail, professional book buying, scouting, or online selling, with specialized knowledge of one or more subject areas.

Deliverables

- Working with Pricing & Retail Sales Manager, evaluate several thousand donated books, media, and other items per day and route to appropriate sales channels
- Identify rare, signed, and other valuable items; use print, electronic, and online tools to research book prices and publication details
- Maintain a balance between detail of research and the need to keep up with the large volume of donations
- Help keep the incoming donation area and work spaces organized and uncluttered
- Provide high-quality customer service to wholesale customers who shop at our donation center
- Collaborate with Pricing & Retail Sales Manager on strategies around book store and donation center sale events
- Work with Online & Specialty Sales staff to identify items appropriate for eBay auction and Book Fairs
- Manage donation drop-off schedule; respond to book donor inquiries by email and phone; interview potential donors to assess value and condition of their collections
- Prepare stock deliveries for the Friends Bookstore
- When needed, fill in for booksellers at the Friends Bookstore

Volunteer Collaboration

- Train and effectively use volunteers to perform routine tasks like barcode scanning, pre-sorting, and packing
- Promote volunteer education about books and, when possible, advance volunteers to more complex tasks

Qualifications

- At least one year of experience as used book buyer or cataloguer for an online or retail bookseller, or comparable experience
- Advanced general knowledge of rare and collectible books
- Familiarity with online search engines
- Ability to work standing for extended periods and lift and move boxes of books weighing up to 35 pounds
- Excellent time management skills

Preferred

- Expert-level specialized knowledge of rare books in one or more specific categories
- Specialized knowledge of other collectibles, such as vinyl, comic books, or trading cards
- Comfort with Microsoft Outlook and Office suite

To Apply: By email only, no phone calls please. Send your resume & cover letter followed by job title in the subject line to employment@friendssfpl.org.

Salary & Benefits: \$18-\$20/hr. Full benefits package, including medical, dental, vision, and retirement plan after one year, and LT disability.

Friends of the San Francisco Public Library is an Equal Opportunity Employer, acting without regard to the fact or perception of their race, creed, religion, color, ancestry, national origin, age, sex, sexual orientation, gender identity, domestic partner status, marital status, disability, weight, height or AIDS/HIV status.