

FRIENDS OF THE DAVIS PUBLIC LIBRARY

JOB DESCRIPTION June 2017

TITLE: Logos Book Store Manager

TERM: Appointed for 1 term annually

DUTIES:

- Manage the operation of the Logos Book Store. Recruit and supervise a leadership team to coordinate the Store management functions.
- Volunteers
 - Maintain a body of volunteers to adequately staff the store
 - Work with the volunteer coordinator on volunteer schedules
- Inventory
 - Oversee the stocking of inventory
 - Work with donation volunteers to maintain adequate quality inventory
- Facility
 - Oversee the organization and cleanliness of the store
 - Ensure compliance with city ordinances.
 - Maintain a patron-friendly establishment
- Finances
 - Work with Treasurer to pay bills and purchase supplies as necessary
 - Work with Treasurer to manage daily patron transactions
 - Establish and maintain prudent cash handling procedures
- Attend all Board meetings and report on the status of the book store
- Other duties related to the operation of the book store as designated by the elected officers