

Surplus Property Assistant

This volunteer will oversee proper disposal of surplus Library property through auctions and sales to generate revenue for the Library. Surplus property may consist of books, computers, office equipment, furniture, etc. Auctions may be online or locally organized.

Responsibilities:

- Tag surplus Library property and prepare for sale.
- Help establish potential value of surplus property.
- Organize either online auction or local auction or tag sale of property.
- Oversee sale of surplus property and transfer to new owner.
- Keep records of sales and transfer funds to Library.
- Identify possible disposal procedures for property that cannot be sold.

Qualifications:

- Knowledge of online auctions (for example, EBay) and ability to conduct same.
- Familiarity with regulations regarding disposal of surplus property.
- Ability to maintain basic records of transactions.

Training/Preparations:

- Orientation to Braswell Memorial Library and to Support Services Division.
- On the job training.

Time Requirements:

- Flexible hours for sales preparation during normal business days (Mon-Fri 8:30-5:00)
- Online auctions could be conducted at any convenient time.
- One or two surplus sales per year with sales preparation and the actual sales taking place over the course of two months for each sale.

Length of Commitment: 60 days

Supervisor: Associate Director for Support Services