



Assistant Bookstore Manager

Classified Range: 35

Board Approved: 11/18/21 P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class*

SUMMARY DESCRIPTION

Assists in the day-to-day operation of bookstore employees and operations; oversees supply department including ordering, receiving, invoicing, and pricing retail supplies; maintains inventory levels and store equipment; oversees financial charge program processes; and serves as store manager in the absence of the same.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

1. Assists in-ensuring the bookstore runs smoothly and efficiently; resolves problems as necessary.
2. Performs varied and responsible duties in purchasing retail supplies for sale in the College Bookstore; assures appropriate guidelines and policies are met and bookstore buying activities are appropriate and within budgetary limitations.
3. Oversees and participates in vendor meetings; purchases and maintains stock levels of retail supplies; researches and places orders; processes purchase orders for non-textbook items; receives, unpacks, prices, and displays deliveries of supplies and related non-textbook items; evaluates prices and adjusts as needed.
4. Communicates with vendors for information concerning damages and status of supplies as well as to resolve shipping, receiving, and special-order deadlines, questions, concerns, or problems.
5. Sets up and prepares all financial aid, scholarship programs, and campus charge accounts in the bookstore computerized system; downloads and transfers files for charge accounts; processes paperwork and verifies accounts; researches missing information as necessary.
6. Assists in developing procedures for the maintenance of stock control records; supervises the maintenance of such records.
7. Develops and implements effective methods for displaying and advertising bookstore items.
8. Oversees and maintains supply inventory categories for accuracy; stocks merchandise and maintains sales floor as necessary; adjusts inventory to keep accurate levels.
9. Closes bookstore on a daily basis; counts registers, accounts for deposit monies and secures registers in the safe; sends credit card batches, gathers and secures accompanying paperwork; sets system servers for file saves, secures doors, safe, and alarm.
10. Operates cash register and makes change; charges purchases for students on credit programs, modifying pricing when necessary; oversees refunds and exchanges, making adjustments as necessary.
11. Assists customers by providing information on the telephone or in person.



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12. Responsible for annual inventory process; oversees organizing, counting, and inputting correct counts.
13. Performs a variety of ~~general~~ basic accounting duties for the bookstore; Coordinates the accounts payable invoices for non-textbook items; ensures timely payments of invoices and collection of amounts due; ensures non-sufficient funds (NSF) payments are collected through the retained vendor; sends necessary paperwork to the campus business office and maintains a variety of records.
14. Performs other duties related to the primary job duties.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**



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Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*



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Education and Experience Guidelines

Education/Training:

An Associate's degree with coursework in accounting, business administration, public administration, or a closely related field.

Experience:

Three (3) years of experience in the purchase and sale of supplies and equipment that included lead worker responsibility.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a bookstore setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals; work at heights on ladders.

Physical: Primary functions require sufficient physical ability and mobility to work in a bookstore setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to climb step stools or ladders to retrieve merchandise; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to occasionally operate a forklift; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.