



Bookstore Assistant

Classified Range: 27

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

Performs a variety of bookstore duties related to assisting in ordering books and/or supplies and/or performing accounting duties related to the bookstore-and assists in bookstore operations.

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

The following duties are typical for this classification.

General Functions:

1. Assists students, faculty, and staff in selecting and purchasing books and supplies.
2. Operates cash register and makes change; charges purchases for students on credit programs; makes refunds and adjustments as necessary.
3. Maintains reference titles and stock on the sales floor including greeting card displays and textbooks; restocks sales area from stock in storage room; returns overstock textbooks to storage; places re-orders; prepares credit memos for payment of invoices.
4. Assists in the set-up of bookstore operations, including sales, book buy-back, accounting and inventory.
5. Assists in the buy-back of used textbooks from students including re-stamping, re-pricing, and restocking the books for resale.
6. Works collaboratively with bookstore personnel in keeping stock and store neat and orderly.
7. Maintains inventory in assigned to inventory control record, and assists in the annual inventory.
8. Maintains a variety of records, files, and invoices.
9. Assists in receiving, and invoicing books, materials, supplies, and related documents.
10. May assist in processing requisitions for books and/or supplies.
11. May assist in contacting book suppliers concerning damage and compliance with order specifications; prices books and stocks shelves.
12. Prepares, balances, and reconciles cash drawers; balances and reconciles reserve and petty cash; prepares bank deposits and ensures adequate cash reserves.
13. May perform invoicing for bookstore accounts payable and receivables; ensures timely payments of invoices and collection of amounts due; maintains a variety of records.



Bookstore Assistant

Classified Range: 27

Board Approved: 11/18/21 P. 2|4

14. May set up bookstore student charge programs and department purchase order accounts as necessary.
15. 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**

Critical Thinking

- Analytically and logically evaluates information to resolve problems



Bookstore Assistant

Classified Range: 27

Board Approved: 11/18/21 P. 3|4

- 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*

Education and Experience Guidelines

Education/Training:

Equivalent to the completion of high school.

Experience:

Two (2) years of general clerical and customer service experience.



Bookstore Assistant

Classified Range: 27

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

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; possible exposure to dissatisfied individuals; exposure to noise, dust, fumes, and noxious odors.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry 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; 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.