

## **BOOKSTORE MANAGER**

### **CLASS SUMMARY**

Under direction – plans, organizes and supervises the operation of a college bookstore; recommends policies and procedures to be followed; and assumes and performs related duties as required.

### **REPRESENTATIVE DUTIES**

Organizes and supervises the purchasing, receiving, pricing, stocking, selling, and storage of textbooks, other publications and school supplies; prepares student textbooks and supply lists; notifies faculty of texts on hand; establishes need for supplies and orders; prepares purchase orders, supervises buying back of textbooks at the end of each semester; sells tickets for student activities; maintains stock control records; counts cash received and prepares daily receipts report; prepares regular and special reports; selects trains, and supervises classified and student assistants; establishes employee work schedules; establishes and maintains files and record-keeping systems; confers with instructors regarding textbook needs and problems; interviews publishers' representatives and salesmen; supervises and participates in inventories of books and supplies; arranges special promotions (ring days record sales, etc.); audits extensions on invoices; prepares all checks for all bills for signature of Director of Auxiliary Services; maintains general accounting records and supervises accounting procedures of the Bookstore Storekeeper and the Account Clerk; keeps consignment records for three continuing education centers, orders textbooks for these three operations.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the Director of Auxiliary Services. It supervises a Senior Account Clerk, Cashiers, Storekeepers and partime student help.

### **DESIRABLE QUALIFICATION GUIDE**

#### **Training and Experience**

Any combination of training, education and experience equivalent to a Bachelor's degree and four years of retail sales, merchandising, buying, or small business operations.

#### **Knowledge and Abilities**

Thorough Knowledge of: procedures for ordering textbooks.

**BOOKSTORE MANAGER cont'd**

Good Knowledge of: principles and practices of retailing and of business management.

Knowledge of: standard reference and bibliographical books and tools; modern office methods, practices and equipment; the principles of supervision and training; accounting and bookkeeping methods and procedures.

Ability to: select, train, and supervise personnel; estimate needs and exercise good judgment in business matters; keep stock, inventory, and statistical records; establish and maintain effective working relationships with others supervise and train part-time workers.