BOOKSTORE MANAGER
CLASSIFIED ADMINISTRATOR

JOB DESCRIPTION

The Bookstore Manager plans, organizes and manages the operation of the college bookstore; supervises, trains, supervises and evaluates bookstore staff; participates in the search and selection of bookstore personnel.

SCOPE

The Bookstore Manager performs assigned duties under the administrative direction of the Vice President/Assistant Superintendent Business. The Bookstore Manager manages and supervises specific functions and activities of the college bookstore, and participates in the general governance of the college at the management level as required or assigned.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Plans, organizes, directs and manages bookstore activities.
2. Develops and implements bookstore operating procedures, and recommends appropriate related policies.
3. Prepares and manages annual bookstore budgets.
4. Plans and manages the maintenance of bookstore accounting records and processes, including disbursement of money between stores balancing cash drawers to registers, and preparation of daily statements reflecting balanced receipts.
5. Develops and controls operations in order to meet budget and service objectives.
6. Hires, trains, supervises, and evaluates assigned personnel; directs staff in cashiering/accounting functions and in ordering textbooks, tradebooks, supplies, and related merchandise; and provides staff development for bookstore staff.
7. Supervises activities related to the used book program.
8. Prepares and arranges for appropriate publicity and advertising.
9. Creates and maintains appropriate bookstore image.
10. Provides for the planning, supervision and maintenance of stock and inventory controls and levels.
11. Coordinates bookstore activities with other components of the college.
12. Serves as Business Services representative on district/college committees as required or assigned.
13. Prepares a variety of reports and correspondence appropriate to assignment; uses sophisticated computerized purchasing and inventory control, point of sale and e-commerce software.
14. Performs related duties as required or assigned.

QUALIFICATIONS

Education and Experience:

A bachelor’s degree in business administration or a related field and three years experience in retail merchandising, fiscal management or business administration, including one year supervising or managing employees in a bookstore environment or equivalent.
Knowledge of:

- Bookstore retail operating principles, practices and procedures, including those of budgeting and accounting, supervision, marketing/retailing, cashiering and inventory maintenance and control

Ability to:

- Effectively perform the duties as described above
- Plan and organize retail operations to meet operational objectives in accordance with college goals
- Work effectively with diverse members and groups of the college community
- Perform consistently under the pressure of deadlines and other administrative demands
- Work cooperatively with others

AUTHORITY/RESPONSIBILITY

The Bookstore Manager supervises bookstore staff, and is responsible for the overall functioning of the bookstore operations of the college.

Adopted: February 1, 1988
Revised: August 5, 1996
Revised: September 7, 2007