

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF BOOKSTORE

BASIC FUNCTION:

Under the direction of the Vice President-Business Services, plan, organize, coordinate and supervise the on-and off-campus bookstore operations; train, supervise and evaluate the performance of assigned bookstore staff.

REPRESENTATIVE DUTIES:

Plan, organize and supervise the on- and off-campus bookstore operations, including purchasing, sales, audit, cash control, customer service, text and supply requisition, buy-back sessions, inventory control, advertising, new products research and accounting methods and procedures. *E*

Supervise and monitor purchase of text and trade books, student supplies and gift ware for resale; establish and implement pricing policies and procedures; review sales data; plan and supervise in-store and campus advertising and display activities. *E*

Train, supervise and evaluate the performance of assigned bookstore staff; provide for technical direction and guidance; make employment decisions concerning temporary and student employees. *E*

Develop and prepare annual bookstore budget; analyze sales data and projections, expense analysis and related data; monitor and analyze sales figures, customer counts, operating statements and others. *E*

Supervise and monitor the maintenance and preparation of bookstore bookkeeping records, such as sales report preparation, in-stock invoices, receiving reports, and District purchasing documents. *E*

Approve invoices for payment and sign checks according to established procedures. *E*

Confer with instructors and Division Deans to develop textbook and supply order requirements; initiate orders for merchandise; determine sources and orders; resolve problems, questions or concerns as necessary. *E*

Assure proper accounting methods and procedures and the maintenance of other records including inventory, invoices, purchase orders and other related records. *E*

Assist Business Services Office in determining auditing procedures to assure recording of cash received and verification of invoices approved for payment. *E*

Supervise and monitor the functions of the integrated computer system including textbook management and point-of-sale systems. *E*

Develop facilities master plan including review of store layout, fixtures and design; supervise the implementation of approved changes in facilities structure and use; set-up and monitor security systems. *E*

Review bookstore policies and procedures to assure goals are met; recommend future plans, policies and procedures for bookstore operations. *E*

Develop special promotionals to enhance interest in bookstore merchandise and activities. *E*

Direct the periodic inventory of the stock, textbooks and supplies.

Provide for the buy-back of textbooks and re-pricing.

Attend meetings as necessary.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of retailing, including pricing, planning, inventory control, display and promotion.

Basic business management principles.

Standard references and bibliographical tools.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Principles and practices of supervision and training.

ABILITY TO:

Plan, organize and operate a college bookstore.

Select, train and supervise personnel.

Estimate bookstore needs and exercise sound judgment concerning business matters.

Maintain stock, inventory and statistical records.

Learn District organization, operations, policies and objectives.

Work independently with little direction.

Establish and maintain effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Plan and organize work.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration, retailing or related field and five years of increasingly responsible retail experience including sales, inventory control and purchasing, including two years in a lead or supervisory capacity.

WORKING CONDITIONS:

ENVIRONMENT:

College bookstore and office environment.

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time.

Bending at the waist.

Reaching overhead, above the shoulders and horizontally to retrieve stock.

Lifting heavy items.

Pushing, pulling and stacking books.

Climbing ladders.

Seeing to audit shipments.

Speaking to provide information regarding bookstore operations and provide assistance.