

# BARSTOW COMMUNITY COLLEGE DISTRICT

## JOB DESCRIPTION

### CLASS TITLE: BOOKSTORE MANAGER

#### BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Administrative Services, plan, organize, direct, and assure the efficient and effective operation of the College bookstore; select, train and evaluate bookstore staff; prepare and maintain the departmental budget.

#### REPRESENTATIVE DUTIES:

Plan, organize and supervise the operation of the College bookstore; develop proposals regarding changes to operations and procedures in assigned areas of responsibility; prepare or supervise preparation of purchase orders for textbooks, supplies and other merchandise. *E*

Assure maintenance of adequate inventory levels of bookstore; estimate sales levels; determine and order needed supplies to maintain inventory levels; plan, coordinate and conduct annual physical inventories for the bookstore. *E*

Select, train and evaluate bookstore staff; screen and interview applicants; administer and score tests; oversee training of staff; direct and assign duties to staff to assure proper staffing and customer service; prepare performance evaluations for staff; maintain payroll and related records. *E*

Confer with and assist administrators, faculty, staff and students to answer questions and concerns and to assure proper textbooks and supplies are available for students and staff when needed. *E*

Develop, update and implement policies and procedures and necessary changes to the bookstore operations and policies; present or submit proposed changes to policies and procedures to upper management for approval as required. *E*

Prepare and maintain records of departmental budget, annual sales and expenses; review and evaluate sales figures against budget to assure compliance with budgetary controls and perform needed adjustments; prepare and maintain a variety of records and reports related to sales, purchases, inventory and budgets. *E*

Establish retail prices for merchandise based on established policies; negotiate with vendors to assure the lowest cost prices and timely delivery of purchases; negotiate and enter into contracts for goods and services with outside vendors with approval of management and/or the Board of Trustees. *E*

Evaluate and determine the need for the addition or deletion of items to be stocked in the bookstore; maintain current knowledge of changes and trends in the bookstore/retail market; research and evaluate market trends and needs. *E*

Coordinate and participate in the proper receipt, marking, display, stocking or storage of merchandise; arrange for and direct the rental and return of caps and gowns for students for graduation. *E*

Account for daily monies received and accounts receivable using proper District guidelines and procedures; assure proper payment of invoices. *E*

Establish guidelines and direct the repurchase and resale of used textbooks; negotiate and direct the return of textbooks, and supplies to vendors. *E*

Prepare work orders for needed repairs and maintenance of the bookstore facility. *E*

Operate a variety of equipment, including a cash register, adding machine, calculator, typewriter, microcomputer, verifone, and copier. *E*

Serve as a member on various College committees and teams.

Participate in staff development activities for management/administrative personnel.

Serve as campus evening administrator on a rotational basis with other administrative/management personnel.

Participate in staff development activities for administrative/management personnel.

Perform other work related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

Modern methods and equipment used in operating an educational bookstore.  
merchandising, planning, stock and inventory control, display and promotion.  
District practices used in purchasing retail merchandise for resale.  
State Education Codes, sales tax laws, and health laws related to the bookstore.  
Principles and practices of training and supervision.  
College organization, operations, policies and objectives.  
Principles of business management.  
Sources and suppliers of books, and non-book merchandise.  
Student texts, supplies and related items.  
Merchandise systems and controls.  
Budget preparation and control.  
Security methods in a retail environment.  
Financial record-keeping methods.

Operation of a computer terminal and data entry techniques.

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Prepare and maintain the departmental budget.  
Promote and maintain on-going cost-effectiveness evaluation.

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- Plan for peak sales periods and annual inventories.
- Select, train, supervise and evaluate personnel.
- Order and process merchandise to the point of sale on the floor.
- Review and analyze budget and financial records.
- Maintain an adequate supply of textbooks and other bookstore merchandise.
- Maintain merchandise inventory, controls and records.
- Analyze situations accurately and adopt an effective course of action.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Prepare and present oral and written reports.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in business, accounting, marketing or related field and three years managerial experience in a retail environment.

**WORKING CONDITIONS:**

ENVIRONMENT:

College bookstore; subject to constant interruptions.

PHYSICAL ABILITIES:

Climbing step stools and ladders, lifting and carrying up to 75 pounds, standing for extended periods of time, reaching overhead and above shoulders to stock shelves, bending at the waist, and kneeling and crouching.

HAZARDS:

Occasional exposure to dissatisfied or abusive customers.

**CONDITIONS OF EMPLOYMENT:**

A full-time, 12-month, classified management position. Indexed to placement on the Management Salary Schedule at a Manager I level. This position is subject to evening hours and weekends.

Board approved: 01/03

A:Bookstore Manager Job Description (CM)