POSITION PURPOSE

Reporting to the Director of Bookstores directs the daily operations of the bookstore in accordance with established goals (institutional, financial, operational).

NATURE and SCOPE

Depending upon location the Director will supervise the following employees: General Merchandise Buyer, Bookstore coordinator, Courseware Supervisor, Text book assistants, Customer Service Manager, Customer Service Coordinator, Shipping/Receiving assistant, Accounting assistant. The store director can make the following decisions without prior approval, such as: product purchasing authorization, determining student and part-time salaries, hours of employment and operation, termination of non-classified staff, store layout and product mix, hiring outside contractors as needed, making situation-dependent exceptions to Bookstore policies and procedures.

KEY DUTIES and RESPONSIBILITIES

1. Develops and monitor the annual store budget to ensure compliance.
2. Assists director in forecasting and identification of future customer needs
3. Assists in the establishment of advertising, promotional, and marketing campaigns.
4. Provides statistical and administrative support to all department supervisors as to product mix and sources.
5. Authorize payments and purchases.
6. Supervises the ongoing development of Bookstore departments in accordance with established goals.

EMPLOYMENT STANDARDS

Knowledge:

Input information on a point-of-sale system

1. Inventory Management concepts
2. Basic database concepts
3. Knowledge of training/ supervision of employees
4. IBM AS400 Computer / advanced user level
5. Principles and practices of inventory control.

Skills and Abilities:
1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Communicate effectively both orally and in writing complex proposal and producing written oriented material

3. Proficiency in the use of spreadsheets, and word processing

4. Strong interpersonal skills

5. Leadership/ Organizational/ Time management

6. Some accounting background

**Education and Experience**

**Bachelor’s Degree**

1. 2 years of management in a college store

**Working Conditions:**

1. Typical office environment.

2. Possession of a valid California Drivers License

Grade: G
EEO-Category: H-11