

## **BOOKSTORE SUPERVISOR**

### **DEFINITION**

Under the direction of the assigned administrator, supervise, coordinate and perform college bookstore operations to provide student, faculty, and staff with necessary books and supply items needed to complete their educational goals and assignments.

### **TYPICAL DUTIES**

Supervise, coordinate and perform the functions and operations of large and complex college bookstores involving the acquisition and sale of textbooks, supplies, and other items; assist the College Store manager in the planning and operation of the bookstores; train, supervise, and evaluate assigned employees; ensure accountability and adherence to applicable laws, regulations, policies and procedures; utilize and assist in maintaining the computer acquisition system; oversee maintenance of necessary stock control records on major supply items; oversee inventory, purchasing and reordering of supplies, equipment, textbooks and special orders; oversee the receiving and shipping area of the bookstore, including but not limited to: a) receiving, stocking and pricing; b) processing overstock for return; and c) problem resolution with publishers and instructors; supervise purchasing processes of textbooks requested by faculty for campus and off-campus centers; oversee the repurchase process of books from students on an ongoing basis; approve checks and refunds; sign checks and money transfers; authorize payment for text invoices and freight bills; develop and implement effective methods for displaying and advertising store items; oversee bookstore online ordering of textbooks for students and bookstore website; balance vendor statements with bookstore accounts payable ledger; assist in periodic inventories of textbooks and their supply items available for sale in the bookstore; assist with pricing, shelving, display and selling of store products; follow proper controls to assure that accounting and financial reporting are timely and accurate; ensure for proper pricing of bookstore items; work with operational budget; assist with oversight of the store set-up for the beginning of each school term; assist with coordination in bookstore activities with other campus departments; perform related duties as assigned.

### **QUALIFICATIONS**

#### **EXPERIENCE**

One year of experience in a lead or supervisory position in any field. Three years of responsible bookstore or related retail operations experience.

#### **EDUCATION**

Bachelor's degree from an accredited institution; **OR** an Associate degree from an accredited institution **AND** two additional years of qualifying experience; **OR** if no college degree has been earned from an accredited institution, five additional years of qualifying experience (for a total of eight years of experience).

#### **KNOWLEDGE OF**

Principles and practices of effective leadership, supervision, and training; applicable federal, state and local laws and regulations, such as Education Code, Labor Code; applicable District policies, regulations, collective bargaining agreements, standard operating procedures, and objectives of assigned programs; current industry practices, including merchandising principles and practices and standard practices of buying, selling, storage, and inventory control procedures; supplies and merchandise; textbook and general book publishers; publisher order and return policies; bookstore purchasing procedures and policies; computer assisted textbook acquisition systems; requirements of various funding sources; recordkeeping techniques in a complex business environment; accounting principles and practices; analyzing and reporting of financial data; credit card processing procedures; numbers, their operations

and their applications; computer use and software application for bookstore administration; knowledge of correct English usage; spelling, grammar, rules of composition, and punctuation; interpersonal skills using tact, patience and courtesy; principles and practices of supervision and training; budget preparation and control; modern office practices, procedures and equipment.

**ABILITY TO**

Perform the essential functions of the position; supervise and prioritize the work of assigned areas of responsibility; select, train and evaluate employees; accurately apply laws, regulations and policies; assist in the development and design of systems applicable to the assignment; maintain effective internal controls; carry out bookstore policies; purchase assigned bookstore items; buy back books at retail and wholesale prices; coordinate the textbook requisition forms from faculty and staff; work with and troubleshoot computer assisted textbook programs; oversee and schedule the work of assigned staff; add, subtract, multiply, or divide quickly and correctly; operate a cash register with speed and accuracy; analyze information and situations accurately and adopt an effective course of action; meet schedules and timelines; prepare clear, complete and concise reports; maintain accurate and organized records; communicate ideas and give instructions clearly, concisely and logically to others prepare and deliver presentations; utilize technology to effectively perform responsibilities; establish and maintain cooperative and effective working relationships with others; use interpersonal skills such as tact, patience and courtesy; work cooperatively with the public, students, faculty and staff; exercise initiative and sound judgment; work well in a group setting as well as independently with little direction or guidance; exercise discretion and confidentiality.

Collaborate and foster inclusion in a diverse organization.

Have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of individuals.