

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Bookstore Supervisor
Unit: Supervisory and Professional

Page: 1 of 2
Job Code: D1605
Original Date: 01/2002
Last Revision: 04/2017
Staff Type: Classified
FLSA status: Exempt
Salary Range: 09

DEFINITION

Under the general supervision of the District Bookstore Manager or other assigned supervisor or manager, organize, oversee, and supervise the daily operations of a bookstore and provide assistance in the day-to-day operations of satellite bookstores; maintain efficient and profitable operations and positive customer relations.

EXAMPLE OF DUTIES

1. Supervise, train, provide work direction, and evaluate assigned personnel. Recruit, employ, train, and supervise a temporary work force to provide bookstore services; schedule assigned classified personnel as necessary.
2. Oversee and approve orders of store operational supplies; approve invoices for payment. Responsible for bookstore invoice batch payments; authorize retransmissions as needed. Recommend/take appropriate action to reduce expenditures as necessary.
3. Organize and oversee bookstore annual and periodic inventory processes and inventories of text and non-text merchandise. Supervise and monitor the purchase of textbooks, paperbacks, supplies, equipment, and related items; oversee the re-purchase of textbooks at end of semester and maintain inventory controls; establish selling prices in line with existing guidelines.
4. Responsible for bookstore computer system and transmission/interface of sales data. Coordinate bookstore student financial aid interface to billing and accounts receivable interface reports. Administer the bookstore annual non-cash sales program for charge back services.
5. Maintain and oversee the maintenance of records of bookstore daily operations, promotions, advertising, and impact on sales and profitability. Prepare and analyze sales and customer count reports and other financial reports.
6. Coordinate bookstore promotions, maintaining master plan for promotions, advertising, show windows, and flyers. Oversee advertising, display, and selling of merchandise and rush set-up. Assist administrators and faculty with matters relating to bookstore orders and deadlines.
7. Develop and prepare an annual budget based on sales projection, expense analysis, and other relevant data.
8. Perform special projects, surveys, and studies as assigned.
9. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Customer relations and staff interaction.
District organization, operations, policies, and objectives.
Inventory and stock control distribution practices.
Merchandising principles and practices.
Modern office practices, procedures, and equipment, including computer hardware and software.
Oral and written communication skills.

Principles and practices of supervision and training.
Purchasing principles and practices.
Retail accounting and business procedures and practices.
Sales analysis and budget control.
Student texts, supplies, and related materials.
Technical aspects of field of specialty.

Skills and Abilities:

Analyze situations accurately and adopt an effective course of action.
Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with others.
Maintain records and prepare reports.
Operate a variety of office machines and equipment, including computer hardware and software.
Plan, organize, and direct the daily operation of a main college bookstore and its satellites.
Train, supervise, and evaluate assigned staff.
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: completion of two years of college, majoring in business administration or related subject, and four years of related bookstore experience, two years of which must have been in a lead or supervisory capacity.

License:

Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually office or bookstore.