

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Assistant Bookstore Supervisor

Unit: Supervisory and Professional

Page: 1 of 2
Job Code: D1300
Original Date: 02/1991
Last Revision: 07/2024
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 01

DEFINITION

Under the direction of a Bookstore Supervisor or other assigned supervisor or manager, coordinate and lead the day-to-day operations of the bookstore sales floor and in-store receiving facilities; supervise all bookstore activities and personnel in the absence of the supervisor.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification lead the day-to-day sales floor operations of a bookstore. The Bookstore Location Supervisor class differs from the Assistant Bookstore Supervisor class by the assignment to a satellite location, the reduced scope and size of the program, the assignment of fewer subordinate personnel, and significantly lower sales volume.

EXAMPLE OF DUTIES

1. Select, assign, schedule, train, supervise, evaluate, and release all temporary hourly bookstore operations personnel; work with buyers, cashiers, and sales and receiving personnel to achieve maximum productivity with minimum hours and salary.
2. Coordinate rush set-up with Textbook Buyer and Non-textbook Buyer; assure that supplies and materials are set up and available by specified date.
3. Maintain store appearance and cleanliness; supervise housekeeping by staff; acquire needed supplies and equipment.
4. Supervise store personnel in the opening and/or closing of bookstore; develop and maintain staff training; provide work direction to contract staff.
5. Order store/operational supplies; maintain inventory controls for maximum in stock with minimum inventory investment; approve and process operation and store supply invoices.
6. Organize bookstore for annual inventory; supervise periodic inventories of text and non-text merchandise.
7. Coordinate and direct store security; organize and recommend security policy and procedures.
8. Coordinate bookstore promotions, maintaining master plan for promotions, advertising, windows, and flyers; assure that events are prepared and start on schedule; maintain records of promotions/advertising and impact on sales and profitability.
9. Prepare for and conduct bookstore staff meetings; prepare operations budget as directed.
10. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS**Knowledge:**

- Customer relations and staff interaction.
- Inventory and stock control distribution practices.
- Merchandising principles and techniques.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Oral and written communication skills.
- Principles and practices of supervision and training.
- 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 recommend or implement 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.
- Make arithmetic calculations quickly and accurately.
- Operate a variety of equipment, including computers, cash registers, calculators, ticket-making machines, shrink-wrap machines, forklifts, trucks, and pallet jacks.
- Plan, organize, and direct the daily operations of sales floor and receiving functions.
- Train, supervise, and evaluate assigned staff.
- Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: graduation from high school and at least two years of progressively responsible retail experience, including at least one year of experience in the college bookstore industry.

License:

Valid California driver's license.

WORKING CONDITIONS**Physical Requirements:**

Category III

Environment:

Bookstore setting; subject to moderate-to-heavy lifting and climbing ladders.