

# 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:** 04/2017  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 07

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### **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.