

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Bookstore Location Supervisor

Unit: Supervisory and Professional

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Job Code: D1308
Original Date: 02/1991
Last Revision: 04/2017
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 02

DEFINITION

Under the direction of the Bookstore Supervisor or assigned supervisor or manager, operate a satellite bookstore; provide day-to-day floor supervision, coordination, and direction during assigned hours.

DISTINGUISHING CHARACTERISTICS

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. Coordinate, plan, organize, and direct the daily operation of assigned satellite bookstore; provide customer service to students, faculty, other staff, and the public directly and through subordinate staff; resolve complaints, conflicts, and problems.
2. Assure that merchandise is stocked, presented, and displayed in an attractive and convenient manner.
3. Operate cash registers; tabulate daily sales receipts and balance cash for deposit to bank; complete appropriate paperwork for bank deposits and financial statements.
4. Assign and review work of temporary employees; recruit, select, train, motivate, and supervise temporary personnel for book rush, providing constant working leadership and direction.
5. Assist faculty with textbook orders and desk copy request forms; audit textbook requisitions; assure forms are completed accurately; serve as liaison between buying staff and patrons of assigned bookstore; communicate effectively with campus students and faculty.
6. May assist buyers in determining merchandise mix for assigned location.
7. Prepare and maintain book list; inventory books and supplies; maintain daily stock on shelves; order supplies as necessary; receive incoming stock and verify merchandise delivery form; unpack boxes and stock shelves; conduct spot inventories and prepare books for return to central shipping facility as needed.
8. Maintain, compile, tabulate, and prepare daily reports and ledger sheets; post financial records and forms; audit and prepare invoice/billings for charge sales accounts; maintain records for charge programs; bill programs monthly and at end of each semester.
9. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Basic principles of work direction and guidance.
- Books, supplies, and sundries of a college bookstore.
- District organization, operations, policies, and objectives.

Effective merchandising principles and techniques.
Modern office practices, procedures, and equipment, including computer hardware and software.
Oral and written communication skills.
Record-keeping and inventory techniques.
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.
Explain and apply policies, procedures, and regulations.
Maintain records and bookkeeping systems.
Make arithmetic calculations quickly and accurately.
Operate standard office machines and equipment, including computers, calculators, and cash registers.
Train, supervise, and evaluate assigned staff.
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: one year of retail sales experience preferably in a college bookstore.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Satellite bookstore setting; subject to moderate and occasionally heavy lifting.