
Functional Title:	Bookstore Manager	Job Code:	0004-CS610
Classification Series:	Bookstore Management	Band/Zone:	H1
Department:	University Bookstore	FLSA:	Non exempt
Date:	July 1997		

General Function:

Performs a variety of administrative tasks related to supervising the operations of a University bookstore.

Characteristic Duties and Responsibilities – Essential Functions:

- 1) Oversees all operations of bookstore; estimates and orders needed sales inventory and supplies; monitors sales trends; reconciles income with registers; forwards daily report.
- 2) Supervises staff; establishes schedule and assigns tasks; sets priorities and goals; enforces rules and regulations; monitors and evaluates performance; reviews and approves time sheets.
- 3) Monitors and reviews tasks to ensure timely and professional completion; ensures any necessary corrections are made.
- 4) Prepares daily, monthly, and annual sales reports; prepares other needed administrative and financial reports.
- 5) Coordinates textbook buy back program.
- 6) Reviews invoices and approves for payment.

Reporting Relationships:

Direction Received: Reports to Assistant Manager Operations.

Direction Given: Direct Supervision of classified staff (Sales Clerks).

Minimum Requirements:

Requires an Associate's Degree in Business Administration and three years University bookstore experience, or an equivalent combination of education and experience.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of bookstore operations; supervisory skills; knowledge of computer and office applications.

Working Conditions:

Physical effort usually considerable walking and standing with some lifting of materials weighing 25 to 50 pounds.

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular positions. Employees may be requested to perform job-related tasks other than those specifically presented in this description. For jobs occupied by more than one employee, the identification of non-essential functions shall be determined from the individual's position description.