

BOOKSTORE ASSISTANT MANAGER

DEFINITION

Under supervision of assigned supervisor/manager, assist the bookstore manager in the operation of a college bookstore, and related work as required.

TYPICAL DUTIES

Assist the bookstore manager in the planning and operation of the bookstore; serve as acting store manager in the absence of the bookstore manager; assist in selecting, scheduling and training bookstore staff; coordinate the work of regular and temporary staff, and students; utilize and assist in maintaining the computer acquisition system, and stock control records on major supply items; monitor inventory and reorder items and textbooks; oversee bookstore online ordering of textbooks for students and bookstore website; purchase a variety of supplies and equipment; and assist with special orders; oversee the receiving and shipping area of the bookstore; assist in the receiving, stocking and pricing of textbooks; process overstocked books for return to publishers; resolve problems concerning textbooks with publishers and instructors; approve checks, refunds, and money transfers; authorize payment for text invoices and freight bills; develop and implement effective methods for displaying and advertising store items' set up; organize and oversee college outreach bookstore sites; perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Two years of experience related to the duties of the position.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

EDUCATION

Completion of 60 semester units (90 quarter units) from an accredited institution. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

One year of education is equal to 30 semester units.

KNOWLEDGE OF

Applicable policies, regulations, procedures and processes; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for letter and report writing; principles and practices of effective communication; how to train others to perform specific tasks; numbers, their operations, and interrelationships, including arithmetic at the level required to effectively perform the duties of the position; accounting principles and practices, and the analysis and reporting of financial data; merchandising principles and practices; standard practices of buying, selling, storage, and inventory control procedures; record keeping and inventory/stock control procedures; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; modern office practices, procedures and equipment; basic principles of leadership, oversight and training.

ABILITY TO

Perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state and local laws and regulations, District policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and timelines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use of technology to effectively perform responsibilities, such as word processing, spreadsheets, databases and desktop publishing; adapt to changing technologies; work successfully with diverse populations.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Current office technologies including computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.