VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE:  COLLEGE BOOKSTORE MANAGER

BASIC FUNCTION:

Under the direction of a Vice President, Business Services, plan, organize, supervise, and participate in the operation of a college bookstore; oversee and direct the ordering of approved textbooks and supplementary materials; oversee the copy center activities as directed; and train, supervise, and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

Plan, organize, and supervise the operation of a college bookstore. E

Evaluate the effectiveness and appropriateness of bookstore operations, including the new and used book programs; provide and implement associated recommendations relative to strategies, policies, and procedures. E

Oversee and direct the ordering of approved textbooks and supplementary materials as requested by instructors; establish deadlines and provide requisitions to departments. E

Oversee the implementation and maintenance of web adoption technology for the bookstore. E

Confer with sales representatives regarding textbooks, supplies, and materials; evaluate products and costs. E

Train, supervise, and evaluate the performance of assigned staff and student workers; oversee the hiring and scheduling of bookstore and copy center staff. E

Coordinate record-keeping activities and inventory control; analyze sales reports to determine supply needs. E

Direct accounting procedures and the preparation and maintenance of financial statements and records for the bookstore; assist auditors in the review of financial and fiscal records. E

Prepare the annual budget; monitor the budget and expenditure of funds. E

Supervise and participate in counting monies; reconcile receipts against cash; prepare deposits. E

Serve as the liaison with the college’s contracted food service vendors; provide information and feedback to the food service vendors regarding the operations of vending machines and customer concerns. E

Prepare and maintain a variety of lists, records, and files, including book lists and departmental requisitions. E

Participate in a variety of bookstore activities as required, including annual inventory; credit card and check approval; authorization of merchandise refunds; receipt, inspection, and storage of

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merchandise; and the creation and design of point-of-sale signs. E

Communicate with other departments, outside organizations, faculty, staff, and students to provide information and assistance regarding the operation of the college bookstore and food services. E

May oversee the operations of the copy center as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- General principles and practices of business administration related to retail sales operation
- Effective merchandising principles and techniques
- E-commerce and web adoption technology
- Books, supplies and sundries associated with a college bookstore
- Record-keeping and inventory methods and procedures
- Basic accounting procedures
- Modern office practices, procedures and equipment
- Principles and practices of supervision and training
- Interpersonal skills using tact, patience and courtesy

ABILITY TO:

- Plan, organize, and supervise the operation of a college bookstore
- Maintain records and bookkeeping systems
- Analyze financial statements
- Operate a calculator, cash register, and computer terminal
- Communicate effectively, both orally and in writing
- Train, supervise, and evaluate personnel
- Plan and organize work
- Meet schedules and time lines
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Work independently with little direction
- Make arithmetic calculations quickly and accurately

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: A bachelor’s degree from a recognized college or university in business administration, accounting, or a related field.

Experience: Three years of experience in retail merchandising, including one year in a lead or supervisory capacity. Bookstore merchandising and e-commerce experience preferred.
WORKING CONDITIONS:

ENVIRONMENT:
College bookstore environment

PHYSICAL ABILITIES:
Lifting, carrying and pushing heavy objects
Dexterity of hands and fingers to operate standard office equipment
Sitting or standing for extended periods of time
Seeing to develop and maintain records and reports