

COLLEGE BOOKSTORE SUPERVISOR

KIND OF WORK

Supervise all phases of a large college bookstore operation.

NATURE AND PURPOSE

Under limited supervision, an employee in this class is responsible for directing all phases of a college bookstore operation with a large sales volume, including budgetary, purchasing, sales, inventory control, personnel and public relations. Supervisory duties include planning and assigning work of a large clerical staff as well as providing training and evaluation of work methods. Considerable flexibility is allowed the employee in the daily supervision of the bookstore operation. Performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Oversees all merchandising and sales functions which includes purchasing, receiving, pricing, promotion, advertising and displaying.

Formulate bookstore policies and procedures within broad general guidelines.

Maintains inventory controls so that sufficient books and merchandising reserves are maintained.

Confers with faculty on anticipated instructional materials and textbooks required for academic classes.

Maintains the bookstore budget each fiscal year to ensure proper accountability and fiscal control of monies.

Supervises bookstore employees in policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge of the principles and practices of large bookstore operation and maintenance.

Considerable business background in accounting to include the areas of cash receipts, accounts payable and accounts receivable.

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Considerable knowledge of retailing practices and procedures.

Knowledge in college policies and regulations as well as state regulations regarding purchases.

Ability to:

Ability to communicate effectively with faculty and students.

Ability to supervise and train bookstore employees in policies and procedures of the bookstore operation.

Est.: 8/75  
Rev.: 10/93

T.C.: 12/86  
Former Title(s): College Bookstore  
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