

COLLEGE BOOKSTORE COORDINATOR SENIOR

KIND OF WORK

Para-professional direction of a medium to large college bookstore operation.

NATURE AND PURPOSE

Under limited supervision, performs para-professional work coordinating a medium to large college bookstore in such functional areas as budgeting, bookkeeping, inventory control, purchasing, display, office procedures, and direction of a limited number of classified employees and part-time student help; performs related work as required.

This class differs from the College Bookstore Coordinator in that incumbents have greater independent decision-making authority and are involved in more facets of the bookstore operation. In addition, the size of the bookstore is generally larger, which adds to the complexity and diversity of responsibilities. A medium to large bookstore may have an annual sales volume as high as \$600,000 (FY 1993) or more.

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

Develops and monitors budgets; monitors and evaluates selling prices, operating costs, profit margins, and discount policies.

Purchases new and used textbooks so that they are available in a timely manner by contacting faculty to determine textbooks needed for each quarter, selecting appropriate vendors for merchandise and supplies, determining amounts to be ordered, initiating purchase orders, checking shipping and packing slips, approving all invoices and forwarding them to the business office, resolving problems with vendors, initiating book returns to the publisher, packaging books for shipment, and recording return credits.

Determines proper levels of merchandise to keep on hand so that the store is adequately stocked by inventorying all books, supplies, clothing, gift items, and notions; recommending and ordering necessary store and office equipment, fixtures, and supplies used in the operation of the store.

Sells books, supplies, clothing, novelties, gift items, and notions at the campus bookstore according to established policies so that merchandise is available to meet students' needs, the store operates at a reasonable profit and meets all operating expenses. This is done by selecting merchandise appealing to the student body; ordering new and used textbooks; displaying merchandise; coordinating, promoting, and advertising a variety of sales; and creating innovative ways to increase services.

Compiles a list of required and recommended texts and supplies for each class from information provided by faculty so that students will know what they have to purchase. This is done by contacting instructors for information; referring to publishers' catalogs to verify correctness and completeness of the information; and checking to see that information for all classes is included in the list.

Oversees the cash register operation to ensure that any shortages or errors are investigated and corrected and bookstore sales figures are accurate. This is done by monitoring employees who handle cash receipts, cash checks, sell postage, and/or keep the change fund; checking out the registers and making cash deposits daily; checking and following-up on the collection of NSF checks; training employees in the proper operation of the cash register; authorizing charge sales, refunds, exchanges or adjustments as needed; and sending monthly cash register sales figures by sales category to the business office.

Purchases used books at the end of the quarter so that students will be able to receive cash for the texts that they no longer need. This is done by defining and implementing buy-back procedures, deciding which books to buy at which rates; and selling books that are no longer needed to used book wholesalers.

Records financial transactions to insure accountability and fiscal control by balancing cash receipts, recording sales and purchases, posting journal and ledger entries, and assembling financial statements.

Directs co-workers and students in accordance with established policies and procedures to accomplish the assigned workload in a timely fashion. This is done by scheduling, training, and guiding employees; monitoring their performance; and making recommendations to management regarding their evaluation and possible discipline.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of:

Medium to large bookstore or other retail establishment procedures sufficient to coordinate the operation of the bookstore.

Retail marketing and merchandising techniques sufficient to display and sell bookstore merchandise.

Accounting procedures sufficient to develop and monitor budgets, ensure profitability of bookstore operations, and keep records as they relate to cash receipts, sales and accounts receivable.

Inventory techniques and state and college purchasing regulations and policies sufficient to prepare purchase orders, and maintain physical inventories.

Ability to:

Maintain effective working relationships with other college personnel, students and the general public.

Direct other employees and students in operating the bookstore in an effective manner.