

LEAD BOOKSTORE OPERATIONS ASSISTANT

DEFINITION

To lead the day-to-day operations of a college bookstore operation; to train subordinate staff and perform related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the College Bookstore Manager.

Provides technical supervision over classified bookstore support staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Oversee the operations of a bookstore.

Train subordinate staff.

Maintain effective public relations with students, faculty and staff.

Maintain accurate financial records of receipts and expenditures of the store.

Purchase books, including new, used, reference and general books, and other merchandise.

Determine prices for store books and merchandise.

Return unsold books and other merchandise according to bookstore policies.

Maintain proper inventories of store items.

Assign duties to subordinate staff and ensure accuracy of their work.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

College bookstore operations.

Merchandising principles and practices.

Methods of cash handling and reporting in a retail environment.

Modern office methods, procedures and equipment.

MINIMUM QUALIFICATIONS

Knowledge of: (continued)

Point-of-sale computer systems.

Methods of supervision.

Skill to:

Compile daily cash reports and maintain appropriate records and files.

Oversee and train assigned staff in a bookstore operation.

Order as needed and display merchandise.

Make change and count money with speed and accuracy.

Make accurate and rapid mathematical calculations

Operate cash registers, adding machine, point-of-sale terminals, typewriters, computer terminals and other standard office equipment.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Communicate effectively and tactfully in both oral and written form.

Understand and carry out oral and written instructions in an independent manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Previous experience in bookstore operations, preferably at a college. Recent experience in cashiering, buying and customer service duties.

Training:

Equivalent to completion of the twelfth grade, supplemented by college-level courses in accounting, business or a related field.