STATE CENTER COMMUNITY COLLEGE DISTRICT
ASSISTANT BOOKSTORE MANAGER

DEFINITION
Under direction assists in planning, organizing, supervising, and participating in the operations and activities of district bookstores.

DISTINGUISHING CHARACTERISTICS
This is a classified management position, exempt from overtime provisions of the Fair Labor Standards Act, with responsibility for formulation and implementation of district policies, regulations, budget decisions, and supervision of personnel including assignment for work, evaluation of performance, adjusting grievances, recommending hiring, transfer, suspension, lay off, recall, promotion, and termination.

EXAMPLES OF DUTIES
Duties include assisting in the supervision of college bookstore operations; assisting in the quality control of merchandise and books; inspecting the stores for operational standards and safety; arranging for substitute personnel when needed; training employees; assuming responsibility for the bookstores. Performs other duties as needed.

MINIMUM QUALIFICATIONS
Knowledge of
- merchandising principles and practices.
- methods and techniques of purchasing textbooks, supplies and inventory control.
- publisher practices and related policies.
- budget development, monitoring, implementation and reporting methods.
- principles and practices of training and supervision of employees.
- retail loss prevention, safety, and security practices and techniques.
- computerized cash registers and cash handling systems and procedures.

Skill to
- plan, organize, and supervise the daily operation of a retail business.
- keep store records and maintain a bookkeeping system.
- supervise and schedule seasonal staff.

Ability to
- review and analyze department budgets and financial records
- learn State, Federal and local laws and regulations related to the Bookstore operation.
- assign, monitor, and evaluate the work of others.
- operate standard office machines and equipment, common software applications and enter and retrieve data in an appropriate format.
- effectively communicate with individuals for whom English is not a primary language;
- appropriately interact with a diverse population to include students, staff, faculty, and the public
- learn and apply college and district policies and procedures
EMPLOYMENT STANDARDS

Education
- Associate Degree in business, marketing, or related area; Bachelor’s degree preferred

Experience
- Considerable experience in planning, organizing, staffing, leading, and initiating activities in the retail business field with responsibility for supervising employees and purchasing goods for resale. Experience in a college/university bookstore is preferred.

WORKING CONDITIONS WHICH MAY OCCUR
- Work inside protected from weather more than 7 hrs/day
- Work outside exposed to the weather less than 1 hr/day
- Noise exposure under 75 decibels more than 7 hrs/day
- Work alone - physically isolated from others 1 - 3 hrs/day
- Some extended hours or schedule changes occur once or twice a week

PHYSICAL ABILITIES
- Multi-Limb Coordination
- Manual Dexterity
- Finger Dexterity
- Near Visual Acuity
- Speech Intelligibility in Quiet
- Flexibility
- Arm-Hand Steadiness

MENTAL ABILITIES
- Oral Comprehension
- Originality
- Information Ordering
- Flexibility of Closure
- Fluency of Ideas
- Auditory Understanding
- Speed of Closure
- Time Sharing
- Memorization
- Oral Expression
- Speech Recognition
- Problem Sensitivity
- Inductive Reasoning
- Written Comprehension
- Deductive Reasoning
- Selective Attention
- Written Expression

Salary Range: 40