

**TEXAS STATE TECHNICAL COLLEGE
JOB DESCRIPTION**

Title: Supervisor Bookstore
Reports To: Chief Financial Officer
Position Code: SBKS
Department: Bookstore
EEO Type: PR

Effective Date: 10-08-82
Revision Date: 01-30-04
Pay Grade: F
FLSA: Exempt
ORP Elig: N

A. General Description

The Bookstore Supervisor, a line position is responsible for the operational supervision of a campus retail store.

B. Duties and Responsibilities.

a. Essential Functions

Oversees the entire bookstore operation.

Trains and supervises personnel in retail sales procedures, SBT point of sale, receiving, pricing, stocking of merchandise, displaying of merchandise and vending machine procedures. Train temporary and part-time peak period employees on various store activities and rush help.

Provide vendor information and data to faculty concerning cost and availability of textbooks and tool kit information.

Ensure the processing of instructor requests for textbooks, supplies, and tools.

Request and set deadlines for submission of Adoption Request Forms for preparation of winter, fall, spring, and summer book orders.

Meets with sales and book representatives.

Select and order merchandise for resale. Supplies, tools, gift items, medical equipment, candy, food, cards, and clothing.

Compute the resale price by the approved mark-up schedule.

Conducts a physical inventory as directed. Prepare floor layouts for store inventory, supervise inventories done by outside agency. Transfer or download new counts to coincide per instructions to current point of sale system. Maintains complete inventory.

Display and plan store layout of merchandise.

Buys used books as prescribed in the used book buy-back policy.

Generate reports from point of sale system: daily sales, charges and billings, end of month reports including inventory sales histories, and account closings.

Prepare required reports including inventory month end, and vending machine sales as well as any reports beneficial to store operations.

Report store purchases, sales, promotions and review account information monthly.

Daily Deposits.

Maintains and updates bookstore website.

Maintains and oversees operation of vending machines.

b. Other Responsibilities

Establish objectives for the operation of the bookstore.

Processes and approves Sick and leave requests. Prepares monthly ALP's for fulltime employees.

Oversee returns and refuses merchandise that is defective and/or not in compliance with Desired specifications. Meet refunds with established guidelines.

Approves departmental requisitions and expenditures for the Bookstore.

Performs other related duties as assigned.

C. Working Conditions:

Sedentary: Desk work, occasional field trips e.g. college or program activities.

Insignificant effort other than normal movement. Minimal hazard/exposure: Standard office setting. At least minimal environmental controls to assure health and comfort. Some heavy lifting, pushing and walking involved.

D. Required Qualifications:

Ability to conduct a retail sales operation and carry out practices of sales promotion.

Ability to achieve and maintain positive working relationships with students, staff, faculty, representatives and customers.

E. Minimum Requirements of Education and Experience:

High school diploma or equivalent in addition to satisfactory completion of courses in accounting or bookkeeping.

Prefer associate's degree in related field.

Two years in retail management required. Strong verbal and written communication skills required.

Approved _____
Supervisor