

## Bookstore Manager

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**Department:** Bookstore

**Job Status:** 3/4 time (30 hours/week)

**FLSA Status:** Exempt

**Travel:** Minimal Travel Required

**Reports To:** Vice President of Student Engagement

**Positions Supervised:** Work study students and other occasional help as needed.

### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

- Responsible for complete and thorough budget preparation within established budget timelines.
- Manage department's financial affairs effectively, ethically, and innovatively within the constraints of approved budget.
- Price and sell textbooks, supplies, and merchandise.
- Make regular cash deposits.
- Manage book and supply orders and returns. This includes the operation of equipment to increase sales of merchandise.
- Promote and market services and merchandise in the store to attract a diverse customer base.
- Maintain the bookstore to insure a clean and safe environment.
- Conduct physical inventories.
- Assist faculty in obtaining relevant teaching materials.
- Prepare and compile book orders and book buy back lists.
- Oversee bookstore computer systems, programs, and website applications.
- Identify and assess unit goals as they apply to campus strategic plan with periodic reporting of metrics and outcomes.

### POSITION QUALIFICATIONS

#### Competency Statement(s)

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time.
- Business Acumen - Understands basic business practices.
- Change Management - Communicates changes effectively.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.

- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative - Seeks increased responsibilities; Takes independent action.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, products and services.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works effectively.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- Inclusion-Provides an environment that is inclusive of all students and supports underrepresented students.
- Assessment—Assesses annual performance and works closely with the institutional research and enrollment management team.

**SKILLS & ABILITIES**

**Education:** Associate's Degree (two year college or technical school), bachelor's degree a plus.

**Other Requirements**

Retail sales including placing orders, internet experience, accounting experience is desirable, experience with office machines, good communication skills. Must be able to stock shelves, handle books.

**REVIEWED BY** (SUPERVISOR SIGNATURE) \_\_\_\_\_

**DATE** \_\_\_\_\_

**REVIEWED BY** (EMPLOYEE SIGNATURE) \_\_\_\_\_

**DATE** \_\_\_\_\_

Miles Community College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.