

BOOKSTORE MANAGER II *

Function of Job:

Under administrative review of designated administrator, to supervise, coordinate and manage the operations of a medium size campus bookstore in accordance with bookstore policy and budgetary guidelines.

Characteristic Duties and Responsibilities:

1. Supervise, hire, train, evaluate and assign work to staff of a college bookstore.
2. Make purchasing decisions on textbooks and required course materials.
3. Assist in or make purchasing decisions regarding general bookstore merchandise.
4. Meet with vendors and evaluate new product lines for possible purchase.
5. Prepare and maintain annual budget for college bookstore.
6. Supervise processing of invoices against proper budget accounts and receipting/depositing of monies.
7. Assure that inventory control is maintained and that adequate stock levels are on hand to meet requirements of faculty, staff, students, and general public.
8. Coordinate enrollment figures with textbook requisitions in determining order requirements.
9. Consult with and advise faculty, staff, students, and general public on all bookstore matters.
10. Attend professional regional meetings, workshops, and seminars pertaining to Bookstore Management field.
11. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Associate of Arts degree and five years of retailing experience in a store of comparable size, or equivalent.
2. Knowledge of retail sales, inventory procedures and purchasing.
3. Supervisory ability and experience.
4. Ability to work well with faculty, staff, and students.
5. Familiarity with book publishing industry, college-related merchandise market, shipping/receiving operations and computerized bookstore management systems.

Additional Desirable Qualifications:

1. Bachelor's degree.

7/18/89

System Approval

7/18/89

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - Original approved 8/11/81.