

Seward County Community College
Structured Compensation - Job Description
Director of the Bookstore

Data Year: 2017

Prepared On: 11/14/2017

Department:	Bookstore	Grade:	13
Reports To:	Dean of Admin Svcs	Classification:	Exempt
Supervises Direct:	2	Supervises Indirect:	0
Approved By:	T Williams JL Lyddon	Effective Date:	01/01/2010
		Revised Date:	05/07/2016

Role:

Responsible for overseeing all functions of the college bookstore, including, but not limited to, operational supervision, budgets, financial goals, information systems, service levels, and departmental policies. Responsibilities also include the purchase of new and used textbooks; trade books; supplies; equipment; advertising; and maintenance of sales and inventory records. Provides leadership, long-range planning, departmental policy and guidance, sales and returns, and cash management. Reports to the Dean of Finance and Operations.

Essential Functions & Responsibilities:

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|---|-----|--|
| E | 15% | Manages bookstore accounting functions |
| E | 15% | Purchase and coordinate textbook, trade book, and emblematic supplies, processing and sales |
| E | 10% | Ensure high level of customer service |
| E | 10% | Maintain inventory controls |
| E | 10% | Maintain an efficient flow of duties by evaluating and revising office procedures, initiate policy and procedure changes; direct operations to prepare and retain records, file and report in accordance with accounting standards; initiate cost reduction programs; and coordinate all bookstore activities with other campus departments and events |
| E | 10% | Oversee and insure computer operations, POS functions, and program updates |
| E | 5% | Supervise bookstore employees engaged in sales work, taking of inventories, reconciling cash with sales receipts, keeping operating records and preparing of daily transactions and reports |
| E | 5% | Confer and work with faculty to project textbook and supply order requirements |
| E | 5% | Conduct annual performance evaluations and recommend disciplinary action within college policy and state regulations |
| E | 5% | Attend state, regional, and national college bookstore meetings, seminars, training sessions, etc. to keep apprised of college bookstore trends |
| E | 5% | Provide retail floor support |
| N | 5% | Perform all other duties as assigned |

Performance Measurements:

1. To ensure accounting functions be maintained with integrity and accuracy with zero errors
2. To ensure the textbook process be closely monitored and controlled

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3. To ensure retail processes function smoothly and that excellent customer service is maintained as a priority
4. To ensure performance reviews completed within 2 weeks of the due date
5. To be present at peak periods such as rush, testbook buy-back, and store inventory
6. To maintain a professional work environment and businesslike appearance
7. To serve and participate on College committees

Knowledge and Skills:

Experience	Three years or more of similar or related experience. Experience in college retail is strongly preferred. Coursework in accounting, marketing, finance, retail, and small business beneficial.
Education	Bachelor's degree required in business, retail management or related degree.
Interpersonal Skills	A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or can be of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary.
Other Skills	Excellent written, oral and interpersonal communication skills are necessary. Computer proficiency and familiarity with word-processing and data base software in required e.g. Microsoft Office applications and the ability to learn additional software packages the college may acquire. Experience with WinPrism Point of Sale (POS) helpful. Experience with copy machine, fax machine, point-of-sales devices, cash registers, pricing guns, etc. are preferred.
Physical Requirements	
Work Environment	

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

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Printed Employee Name

Date

Employee Signature