

Classification Specification: Bookstore Manager

Classification Number: 14131
Effective Date: April 14, 2014

Pay Grade:
Current Exemption Status: Nonexempt

Position Summary

Handles purchasing, inventory management, expense control and loss control in one or more merchandise categories or one or more departments. Provides support to bookstore administrative staff as needed to assist in the day-to-day operations of the store. Ensures staffing and floor coverage, organization, communication and time management for on-line order distribution and web fulfillment. Serves as manager on duty on a rotating basis. Provides work direction to staff. Coordinates supervisory activities.

Essential/Primary Duties

- Manages purchasing, inventory, merchandising and return processing for department or merchandise category. Works with suppliers to verify price and product availability; determines whether substitutions are appropriate. Solicits and fulfills special orders and expedites outstanding purchase orders using appropriate reports and tracking systems.
- Manages on-line order distribution and processing. Responds to on-line orders and requests for information. Promotes on-line products and order fulfillment.
- Serves as manager on duty on a rotating basis. May open/close store. Coordinates some supervisory activities, which may include background checks, safety and security, daily sales reconciliation, scheduling, performance evaluations and staff training and functional guidance.
- Performs clerical and sales transaction duties as needed, including word processing, answering phones, using the POS system and providing customer service.

Experience and Education

Experience

- One year related experience required

Education

- High school diploma or GED required

Physical Requirements

Light work: with some physical demands such as continuously lifting/moving materials less than 25 pounds, but rarely moving more than 25 to 50 pounds.

Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

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Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to query, run reports and modify data in financial systems
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to accurately receive and disburse cash whether currency, credit cards, checks or other payment forms
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence
- Knowledge of basic science and scientific methods

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

Cashiers and other staff

Responsibility for Student Workers

Provides work direction and may select, hire, schedule and provide formal feedback.