**Assistant Manager, Bookstore Standard Job Description**

**Classification Title:** Assistant Manager, Bookstore

**FLSA Exemption Status:** Exempt

**Pay Grade:** 9

**Job Description Summary:**

The Assistant Bookstore Manager, under direction, assists in sales forecasting, planning, store procedures, and developing programs.

**Essential Duties and Responsibilities:**

**40% Supervision and Management of Bookstore Operations**

* Supervises daily bookstore activities and ensures compliance with procedures.
* Manages the ordering, receiving, stocking, and displaying of inventory for resale.
* Oversees the training and evaluation of staff to maintain customer service standards.
* Coordinates and supervises the purchase of used textbooks and related academic materials.

**20% Inventory and Sales Management**

* Initiates and approves purchase orders for course materials.
* Monitors the return of textbooks to vendors for overstock or damaged books.
* Develops sales promotions and communicates them to the campus community.

**10% Customer Service and Staff Development**

* Ensures the highest level of customer service is practiced by all staff.
* Trains staff on mailroom processes and bookstore operations.
* Interviews, hires, and supervises student workers for the bookstore.

**10% Administrative Support and Compliance**

* Acts on behalf of the Director in their absence as requested.
* Serves as the departmental accountable property officer for capital inventory.
* Participates in the preparation of annual inventory and coordinates staff.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.
* Four years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Strong interpersonal and organizational skills.

 **Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**