**Director, Bookstore Operations Standard Job Description**

**Classification Title:** Director, Bookstore Operations

**FLSA Exemption Status:**Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Director of Bookstore Operations, under general direction, directs and supervises the daily activities of the bookstore, copy center, and mail services including oversight of retail operations. Serve as liaison with the United States Postal Service.

**Essential Duties/Tasks:**

**30% Departmental Operations and Strategic Planning**

* Establishes the direction, goals, agendas, implementation strategies, and policies of the department.
* Develops short- and long-range goals and strategic plans to ensure the continuance of quality programs and facilities.
* Enhances the development of new programs and services to meet customer needs.
* Directs the efforts of and supervises departmental staff, setting performance standards and accountabilities.
* Assesses the needs of the department in regard to administrative space, equipment, computing resources, and personnel.
* Ensures that all programs, activities, and services comply with university, state, and federal regulations.
* Develops and seeks funding for departmental programs to promote department mission.
* Serves as an administrative liaison for all service operations.
* Represents the campus in appropriate professional organizations and at trade shows and conferences.

**20% Budget and Fiscal Oversight**

* Administers the budget and oversees the fiscal operations of the department.
* Ensures proper cash handling procedures are followed.
* Maintains departmental financial reports.
* Monitors merchandising display for promotions.
* Estimates sales, revenues, cost of goods, and expenses.
* Maintains inventory controls.

**10% Supervision and Staff Management**

* Supervises assigned staff.
* Ensures safety and security measures are in place.
* Responsible for hiring and supervision of staff.
* Serves on division and other university committees.
* Attends and participates in appropriate staff meetings within the Division of Student
* Affairs and Auxiliary Services.

**10% Departmental Communications and Public Relations**

* Oversees communications, promotions, and public relations for the department.
* Oversees the coordination of textbook information with the Business Coordinator II.
* Oversees textbook operations, including adoption, buyback, and ordering.
* Oversees bookstore website.

**10% Operations and Equipment Maintenance**

* Ensures mailroom equipment is properly maintained and updated.
* Oversees Copy Center staff to ensure departmental records, daily activities, and equipment needs are met.
* Responsible for the campus copy machine fleet and, when needed, the equipment bid.

**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.

**Qualifications:**

**Required Education:**

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

**Required Experience:**

* Ten years of progressively responsible administration experience, to include three years management experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**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/)**.**

[x]  **Yes**

[ ]  **No**

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

[ ]  **Yes**

[x]  **No**