Manager, University Bookstore

Job Code 00001051

**General Description**
Responsible for managing the daily operations, long and short-term planning and budgeting, and personnel at Texas State Bookstore.

**Examples of Duties**
Work with vendor representatives for systems, equipment, services, and operations products and merchandise and/or special projects or events.
Plan and hold bookstore personnel meetings and help to develop and monitor training programs.
Approve financial reports, prepare proposals for expansion and prepare general information memos to administrators.
Prepare the bookstore annual budget and daily and monthly sales and expense analysis.
Provide bookstore security and opening and closing procedures and schedule.
Hire and discipline employees and recommend employees for termination.
Prepare and update UPPS and prepare, update or approve work procedures within the bookstore.
Provide information, recommendation and support for bookstore remodeling and/or maintenance.
Develop a marketing and promotions plan.
Develop and maintain public relations for the bookstore on campus.
Perform other duties as assigned.

**Knowledge, Skills, and Abilities**

**Knowledge of:** Point of sale system; retail bookstore management; state university systems; budget process; purchasing, accounting, personnel and travel policies.

**Skill in:** Interpersonal relations; financial management; budgeting; analyzing financial statements; cash control and inventory control.

**Ability to:** Read memos, reports, publications, work procedures and policies, purchase orders, and invoices; write reports, policies, work procedures, annual planning outlines, and marketing and promotion documentation and advertising copy; prepare and analyze budgets; analyze financial statements and cash audits.
Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements
None