Assistant Manager, Bookstore

Job Code 00001052

General Description
Responsible for managing the daily operations of the book departments of the University bookstore and performing the duties of the Bookstore Manager as needed.

Examples of Duties
Create buy back list and used book request lists.
Order books from publishers.
Update computer database.
Sell off wholesale books and inactive stock to used book wholesalers.
Supervise activities of inventory control clerks.
Coordinate activities of student workers.
Assist customers and provide information to a wide variety of constituents.
Open and close store and safe, distribute money, collect drawers of money.
Supervise and evaluate staff performance.
Trouble shoot computer related problems.
Supervise floor operations during bookstore hours.
Coordinate text book sales off campus.
Supervise warehouse and custodial functions.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Skill in: data processing.

Ability to: understand written instructions; compare and verify columns of numbers; interpret contracts regarding computer applications; understand employer’s policy and procedure manuals; use measuring devices; review simple logs and time slips; read and interpret technical manuals; complete simple supply request forms and time slips; prepare reports, letters and proposals; complete purchase requisitions; work as team member on most tasks of job; interact courteously; effectively direct the work of others and motivate output; establish rapport with a variety of clients; mediate disputes among employees; create and read invoices, purchase orders, charge backs, credit memos, buy back summaries, and audit reports.

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