

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

BOOKSTORE ASSISTANT SR.

Salary Range 14

BASIC FUNCTION:

Under the direction of the Bookstore Supervisor, perform a variety of responsible bookstore operations related to the purchasing a variety of college bookstore supplies and materials; train student assistants and new employees; assign and review duties of bookstore assistants and student assistants involved in bookstore operations and sales; plan and coordinate bookstore merchandise and in-store and out of store events, activities, and advertising/marketing for the Bookstore. Performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

Compiles faculty needs for bookstore merchandise; evaluates current inventory levels, enrollment, previous sales and requests to determine types and quantities to purchase for a variety of merchandise; prepare and place purchase orders. (E)

Coordinates and receives shipments and verify accuracy of contents with purchase orders; inspect shipments for any discrepancies, shortages, damage or other issues; process back orders and contact vendors regarding purchase order discrepancies and issues; maintain and update detailed inventory records. (E)

Determines mark-up price, label and prepare merchandise for shelving, display and sale; compiles and forwards purchase invoices and related documents for payment. (E)

Assists faculty, staff and students in the use of the bookstore and in locating desired merchandise. (E)

Communicates, coordinates and negotiates with vendors and sales representatives to obtain best products and price discounts. (E)

Directs the creation of window displays, signs and sidewalk sales arrangements; assures bookstore is maintained in a clean, orderly and safe working condition. (E)

Trains, assigns, schedules and reviews the work of bookstore staff and student assistants; assures compliance with bookstore policies and procedures; interviews, hires, disciplines and terminates student assistants as needed. (E)

Establishes work schedules for cashiers, student assistants and bookstore staff to assure adequate staffing levels; reviews work load, hours of operation and other data to assure compliance with bookstore staff budget; authorizes vacation, sick leave, and days off for student workers and hourly workers. (E)

Coordinates the opening and closing of the bookstore; prepares and assures proper cash and currency in cash drawers and in the safe at closing; assures security of the safe and the bookstore.

Maintains a variety of inventory, purchasing and cost records; maintains records of new products, vendors, catalogs and worker schedules; maintains records related to personnel, including availability forms, time sheets, performance reviews, wage history and others.

Attends trade shows, seminars and various campus events to represent the bookstore and to remain current in the bookstore and merchandizing trade.

Operates a variety of equipment including a cash register, calculator, typewriter, copier, labeling machine, scales, dolly, microfiche reader and numbering gun.

Oversee refunds for campus vending machines; report vending machine malfunctions to appropriate personnel.

Compiles all marketing and advertising for the bookstore through e-mail, school newspapers, signage, and programs for various campus events.

Reviews and tracks attendance of student assistants and hourly workers.

Ensures sales floor is stocked.

Maintains clean and organized stock room.

Coordinates sale of caps and gowns for graduation and maintains adequate inventory; directs bookstore ticket sales for various functions and events on campus.

Resolves issues in the bookstore with customers, employees, student and hourly workers.

Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school including or supplemented by course work in business or retail trade and three years of increasingly responsible retail trade experience including at least two years of purchasing and retail bookstore experience.

KNOWLEDGE OF:

Advanced college bookstore practices and procedures.
Scheduling and staffing for adequate customer service and work efficiency.
Principles of training and providing work direction.
Purchasing policies, procedures, practices and terminology.
Standard texts, merchandise and services provided by a college bookstore.
Vendors and sources of supply.
Purchase orders, invoices, shipping and receiving procedures.
Record-keeping techniques including stock control and inventory procedures.
Appropriate publishers and suppliers and merchandising procedures.
Methods and practices used in purchasing and preparing merchandise for sale.
Modern office practices, procedures and equipment.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.

ABILITY TO:

Assist in the operation of a college bookstore.
Estimate, purchase and maintain adequate supply of assigned bookstore merchandise.
Train and provide work direction to others.
Assign and review the work of others.
Prioritize and schedule work.
Plan and organize work.
Meet schedules and time lines.
Operate a cash register, typewriter, calculator and scale.
Take inventory and maintain accurate control systems.
Make rapid and accurate computations in connection with ordering and price-setting of retail merchandise.
Assist customers in the use of the college bookstore.
Maintain vendor lists, catalogs and brochures.
Maintain a variety of records related to assigned areas of responsibility.
Perform a variety of clerical and sales duties according to bookstore policies and procedures.
Make arithmetic calculations quickly and accurately.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Communicate effectively both orally and in writing.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides work direction to student workers and hourly paid workers.

CONTACTS: Co-workers, student and hourly paid workers, other departmental staff, and vendors.

PHYSICAL EFFORT: Climbing step stools and ladders.

Lifting heavy objects.
Standing for extended periods of time.
Reaching overhead and above shoulders to shelve books.
Bending at the waist, kneeling and crouching.
Dexterity of hands and fingers to operate a computer terminal.

WORKING CONDITIONS:

Normal office environment.