

TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
COORDINATOR, BOOKSTORE	CLASSIFIED	GRADE: N MONTHS:
BOARD POLICY REFERENCE: New Position		Board Approved: 05/13/03

**JOB DESCRIPTION:**

Under limited supervision, plan, organize, and implement the functions of the Bookstore at the Petaluma Campus; and perform related work as required. Participate in the activities involved in purchasing, merchandising, hiring, staffing, payroll control, inventory and budget control, serve as liaison with employees at the Santa Rosa Bookstore in problem solving and customer relations.

**SCOPE:**

The Coordinator, Bookstore ensures all text procedures are adhered to, all non-book purchases are authorized, oversees day-to-day operation of the campus bookstore, properly schedules staff to meet needs of store, resolve customer service issues and other related services. Reviews, evaluates and coordinates new procedures, services to be offered; advises administrators of changes to Bookstore policies and procedures.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Coordinates the collection, processing and dissemination of data related to bookstore purchases and sales to customers; ensures implementation of Bookstore policy and procedures in coordination with the Bookstore at the Santa Rosa Campus.
2. Develops and monitors annual STNC and student employee payroll budget for the bookstore.
3. Purchases non-book items for bookstore to optimize sales margin and maintain accurate months-of-inventory in POS system.
4. Generates computerized purchase orders and store supply orders; oversees the maintenance and repair of office equipment.
5. Provides training to Bookstore staff on all computer systems and POS system in store. Offers technical assistance for software applications, computers and peripheral equipment.
6. Organizes physical inventory of all merchandise annually with RGIS [Inventory System]. Reconciles physical inventory with POS [Point-of-Sale] inventory at the SKU [Stock-Keeping-Unit] level.
7. Performs difficult administrative tasks [scheduling] within assigned department or area; initiates changes in procedures, particularly computer systems, as needed.
8. Gathers, analyzes and maintains data and statistical information to evaluate buying trends and to identify long- and short-term goals to meet the future needs of students.
9. Serves as a liaison for students and other campus departments.
10. Coordinates textbook ordering procedures, verifications, data integrity within the bookstore computer systems, including, but not limited to, reviewing and auditing book ordering data of courses for accuracy and completeness.
11. Performs outreach services and special services for students at off campus locations; participates in District and community sponsored events to promote the college's programs and services.
12. Prepares and maintains specialized statistical reports as requested.
13. Coordinates with, and serves as back up to, other departments at the Petaluma Campus as necessary.

**KEY DUTIES AND RESPONSIBILITIES (cont):**

14. Maintains proper level of office supplies for the bookstore.
15. Maintains internal control of cash handling procedures to ensure minimum exposure to error or misappropriation.
16. Serves as a lead worker to other bookstore classified staff at the Petaluma Campus.
17. Supervises student employees and short-term, non-continuing employees.
18. Writes Master PAF's and budgets for STNC employees.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Perform complex evaluation, data integrity and records maintenance duties; act as a lead worker to other Classified staff in the area; supervise student assistants and short-term, non-continuing employees; apply basic accounting principles for budget development; interpret and apply the rules, regulations and policies of the Bookstore; analyze situations accurately and adopt an effective course of action; operate a personal computer and understand all aspects of the bookstore computer systems and enter data; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

Modern office methods and equipment including computerized and manual records systems; proper telephone techniques; proper English usage, spelling, vocabulary and grammar; composing letters and reports. Procedures for purchasing product for sale in the bookstore, inventory management, retail sales procedures, basic accounting principles.

**LICENSE OR CERTIFICATE:**

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

**MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

*Education:*

Associate's degree.

*Experience:*

Progressively responsible bookstore experience. Experience in a college bookstore, and supervisory experience is preferred.

**SPECIAL REQUIREMENTS:**

Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking.