

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT	
Director, Bookstore	Management Team Management	Range: 14.0	Days: 224

JOB DESCRIPTION:

Under general direction of the Vice President of Business Services, is responsible for the overall management and operation of the college bookstore at both the Santa Rosa and Petaluma campus sites.

SCOPE:

The Director, Bookstore is responsible for the overall operation of the Bookstore, which is self-supporting and independent of District resources. While responsible to the Vice President of Business Services office for approval of staffing, the Bookstore maintains its own accounting, business and internal auditing functions.

KEY DUTIES AND RESPONSIBILITIES:

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

1. Plans, organizes and directs the operation of the Bookstore on the Santa Rosa and Petaluma campuses as well as off-campus sites.
2. Monitors, evaluates, and if necessary, institutes changes or adjustments in each sales department including pricing policy.
3. Utilizes advanced technology to maintain the Bookstore's competitiveness, profitability and sustainability.
4. Provides leadership and supervision and selects, hires, trains and evaluates all classified employees, part-time employees and student employees.
5. Formulates Bookstore policy by monitoring and evaluating sales departments, annual financial reports, and service to the college community, keeping in mind the goal of the Bookstore is to provide necessary and desirable materials for the students who attend Santa Rosa Junior College.
6. Communicates effectively with the faculty, students and staff, including visiting academic departments a minimum of once a year.
7. Supervises, evaluates and monitors the maintenance of all accounting records, Bookstore income and Bookstore expenditures.
8. Coordinates the Bookstore schedule with the college schedule to maximize service and minimize overhead.
9. Directs, supervises and participates in computerized textbook operations including the purchasing of textbooks for the purpose of increasing service and profit.

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10. Develops and maintains a used book purchasing program.
11. Oversees all purchase orders and all invoices before payment.
12. Authorizes disbursements of Bookstore funds, and oversees the deposit of all monies.
13. Supervises the preparation of year-end financial reports to the state and other relevant agencies.
14. Oversees the design, implementation and maintenance of bookstore Website.
15. Manages five independent computer systems that are not supported by campus personnel: Text-aid book ordering system, Accounting system, POS inventory sales management system, General Merchandise ordering system and Financial-Aid accounting system.
16. Monitors and oversees the various scholarship and student assistant programs served by the Bookstore.
17. Monitors and oversees charge accounts established by open purchase orders from schools, and other educational and government entities.
18. Oversees the MIS responsibilities including: programming and maintenance of hardware and software, POS registers, 2 independent controllers, telecommunication devices.
19. Plans and coordinates the advertising, displays, and selling of merchandise in the Bookstore.
20. Plans and organizes the security of the Bookstore.
21. Plans, implements and maintains new services such as: a trade book department, a brown-bag book club, a children's reading group, etc. to enhance the college's learning environment.
22. Organizes bookstore programs to integrate with the campus community. These programs will include a lunchtime brown-bag book club, weekly children's reading group of nearby day care centers.
23. Establishes and monitors a refund policy.
24. Directs annual inventory.
25. Authorizes the sale or resale of merchandise to other colleges.
26. Conforms to all State and Federal laws, policies and procedures relevant to the SRJC Bookstore.
27. Develop textbook reserve ordering system, where students will be able to order books online via the new bookstore website or a link from online registration.
28. Plans, designs and renovates/relocates of bookstores at Santa Rosa and Petaluma campuses as part of campus expansion.
29. Implements Loss Prevention program to minimize internal and external theft. Oversees the surveillance systems.

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KNOWLEDGE OF:

1. Computer-based inventory management system and networking; assigned software including point-of-sale and textbook management systems.
2. Principles and practices of retail operations, cash management, business management and customer relations.
3. Principles of management and supervision.
4. Merchandise principles and practices.
5. Budget preparation and control.
6. Physical inventory management and control.
7. Sources and suppliers of textbooks, trade and reference books, software and general merchandise.
8. Course book and general book operations. Textbook buyback, returns, shipping methods and policies.
9. Correct English usage, grammar, spelling, punctuation and vocabulary.
10. Current technology and specifications of computers and software applications.
11. Opening and/or closing a retail operation.

ABILITY TO:

1. Utilize computerized systems/technology in bookstore operations.
2. Meet schedules and time lines.
3. Project the non-textbook needs of the students and faculty.
4. Implement sound business practices, including inventory control management.
5. Supervise classified staff, STNC's, and student employees. Plan, organize, coordinate and communicate work direction to Bookstore personnel.
6. Implement general accounting principles. Review and analyze department budgets and financial records.
7. Operate the bookstore as self-supporting.
8. Advise the Vice President on growth and staffing needs.
9. Analyze situations accurately and adopt an effective course of action.
10. Relate effectively with a wide diversity of students, faculty, staff and community members.

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11. Demonstrate sensitivity to, and respect for, a diverse population. Demonstrate interpersonal skills using tact, patience and courtesy.

QUALIFICATIONS:

A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Bachelor's Degree in Business Administration or related field, or the equivalent.

Experience:

1. Experience managing a large-volume profit center or a bookstore, and experience in textbook and supplies purchasing for a college bookstore.
2. Experience in computerized textbook systems such as: Missouri Textbook System, Nebraska System, Follett System.
3. Experience with retail point-of-sale accounting system.

SUPERVISION RECEIVED:

The Director, Bookstore reports to the Vice President of Business Services.

SUPERVISION EXERCISED:

The Director, Bookstore is responsible for the operation of the College Bookstore and provides direct supervision of management and classified staff, STNC's, and student employees at all sites.

Board Approved: 03/14/06